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**Active LifeStylE**

**Student Staff**

**JOB DESCRIPTION**

**Accountable to:** LSESU Active LifeStylE Project Manager

**Hours:** 5 hours per week (zero hour’s contract) during term 1 and term 2

£8.80 per hour plus holiday pay

**Location:** You will be based in London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP

**Job Purpose:** To support the LSESU Active LifeStylE Project Manager in the administration and running of the Active LifeStylE programme

**Key Responsibilities:**

* Dealing with LSESU Active LifeStylE basic admin, paperwork, invoices, registration forms, photocopying, etc.
* Booking facilities for LSESU Active LifeStylE leagues and sessions
* Updating basic details on the LSESU website
* Carrying out evaluation and tracking for the Active LifeStylE programme
* Various other ad hoc tasks to support the team/office

**PERSON SPECIFICATION**

* Friendly and helpful manner
* Interested in sport and physical activity
* Proficient in Microsoft Office
* Good organisational skills
* Enjoy working with students