**Active LifeStylE Assistant**

**JOB DESCRIPTION**

**ACCOUNTABLE TO:** Active LifeStyle Project Manager

**HOURS:** Zero hour contract\* Variable shift pattern depending upon workload (this worked out an average of 5 hours a week last year during term time during Michaelmas & Lent Terms)

**PAY:** £9.75 per hour (London Living Wage)

**LOCATION:** You will be based at London School of Economics and Political Science Students' Union, Saw Swee Hock Student Centre, 1 Sheffield Street, London WC2A 2AP. However some activities will take you away from campus.

**JOB PURPOSE:** To support the Active LifeStylE Project Manager in the administration and organisation of the Active LifeStylE programme at LSE

**KEY RESPONSIBILITIES:**

* Promoting the physical activity and the Active LifeStyle programme across LSE buildings.
* Working with student groups (AU, Clubs, Societies) to support activity delivery
* Monitoring e-mails and responding to enquiries
* Carrying out evaluation of the programme e.g. surveying participants
* Broadcasting via social media channels
* Performing administrative duties e.g. collating participation registers
* Various other ad hoc tasks as and when required by the Project Manager

**PERSON SPECIFICATION**

* Interest in sport and physical activity at LSE
* Strong Interpersonal skills and enjoy working with Students
* Ability to enthuse and motivate others
* Organised and reliable
* Flexible approach

\* If you are successful you will be guaranteed shifts during term time, but the zero hour contract is being used to ensure flexible working time for students.