DMUactive Volunteering Academy

Role Title: Spin (Cycling) Activator **Number of Posts**: 1

Position: Voluntary, 9 Months **Application Deadline Date**: 5th of August 2018

	Duties of the role
Overall purpose of the role	Support the coordinator of the DMUactive programme through the delivery and coordination of the DMUactive Spin (Cycling) sessions as part of De Montfort University's recreational sport and fitness programme. Working closely with DMUsport, to continue the growth and development of the DMUactive programme in order to increase the number of staff and students that are engaged in Spin (Cycling) at the university.
Main duties and responsibilities	▪ To assist with the organisation and coordination of recreational sporting opportunities for both DMU student and staff members, specifically in relation to Spin (Cycling). ▪ To assist with the development and facilitation of the DMUactive programme for DMU student and staff members, by ensuring a smooth and positive delivery of each recreational Spin (Cycling) session at the university e.g. checking relevant equipment is present, collecting data from participants, answering queries from staff and students about the programme. ▪ To support with organisation, co-ordination and delivery of one off participation events for students and/or staff members, with the main focus on getting inactive people at the university active. ▪ To assist with the collecting of attendance data from each Spin (Cycling) session/ participation event that occurs as part of the programme. ▪ To assist in marketing and promotion of the Spin (Cycling) section of the DMUactive programme to both student and staff members of the university. This may be carried out via social media and through attending a variety of university events e.g. Freshers Fair, International Taster Sessions, This Girl Can Campaign. This is by no means an exhaustive list. ▪ To help DMUsport develop new ways of communicating with students in order to gain feedback on programmes and initiatives that the department run so that they can be improved and further enhance the student experience whilst at the university.

Person Specification	The successful candidate must be on a DMU course for the 2018/19 academic year, with a passion for physical activity and wellbeing. The role will require availability for 2-4 hours per week. Evening and weekend work may be required. Attendance at a Level 1 Activator Course that will be paid and provided to you by DMUsport: 17th of November 2018 (estimated date) Estimated Start Date: 1st of October 2018 ▪ **Administration**: The ideal candidate must be able to provide administrative support for the DMUactive programme and any activities that happen as part of the programme or the department (DMUsport). ▪ **Knowledge and passion in cycling**: The ideal candidate will have considerable amount of passion and knowledge regarding cycling. ▪ **Physical Activity/ Fitness/ Sport Events**: The ideal candidate will demonstrate an understanding of, or have previous experience of the planning process that is involved in running a physical activity/fitness programme and/or event. ▪ **Interpersonal Skills**: The ideal candidate will have excellent interpersonal skills, especially verbal communication. ▪ **IT Skills**: The ideal candidate will demonstrate a high level of proficiency with emails and Microsoft Office, especially Microsoft excel. ▪ **Time Management**: The ideal candidate will be able to plan and prioritise their own workload to ensure deadlines are met.

How to Apply: Email DMUactive@dmu.ac.uk with your CV & a cover letter outlining your previous experience, and why it's important to grow opportunities for students and staff to get involved in Spin (Cycling).