

Team UOP Exec Media Officer

Faculty or Service:	Sport and Recreation	Responsible to:	Sport and Recreation Staff Working Relationship: Andy Dixson, Sports Digital Marketing Coordinator
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Aims and objectives of the Team UOP Exec:

- To work with Sport and Recreation's 33 student sports clubs 'Team UOP' and Sport and Recreation staff to develop all aspects of student sport.
- To represent all students who play sport at the University of Portsmouth to ensure the wants, rights and needs of Team UOP are heard by Sport and Recreation.
- To work as a team to deliver campaigns and events which enhance student experience and civic impact.
- To ensure that ALL sport at Portsmouth is inclusive, and is a safe space for anybody irrespective of race, gender, sexual orientation, age, religion or disability by developing the Team UOP community.

The Team UOP Exec ensures our 33 student sports clubs 'Team UOP' develops a community where student members feel welcome, they have the platform to reach their potential and achieve their personal best. The Team UOP Exec works closely alongside Sport and Recreation staff to develop a sector-leading programme of University sport that empowers our members to sustain regular sport and physical activity.

You will be Sport and Recreation's voice within Team UOP; building an understanding by explaining the context behind S+R decisions, strategic direction, and operational constraints. You will help in shaping the future of University sport through transparent communication and ensuring relevance in key messaging throughout the Team UOP community.

The Exec Committee will work independently and together as a team across varying hours (some weeks busy, other weeks quiet) depending on their workload and calendar of events. The Exec will carry out their duties from August 2025 - June 2026.

Key Responsibilities of the Role:

1.	Work with Sport and Recreation to create and publish social media content that effectively promotes and raises the profile of University sport, showcasing Team UOP's achievements and social media presence.
2.	Be the main content manager of Team UOP social media accounts; promoting individual successes, fixtures & results, sporting events, raising and giving events, campaigns & key messages, and general sporting activity at UOP. Ensure we show a diverse range of activity, acting as a powerful tool for representation, awareness, and social change.
3.	Be an advisor to Team UOP sports clubs on how they can ensure their media platforms are representative of the student body, featuring a diverse range of club members. Support Inclusion Officer on the media aspects of the ongoing #TeamUOPStandsTogether campaign

4.	Support wider media tasks for Team UOP and UOP Sport campaigns and events, working with Team UOP Exec Officers and Sport and Recreation Marketing to create content, post messages and campaigns on Team UOP social media platforms.
5.	Promote Team UOP as a brand; work on engaging content to give an overall view of how University sport fosters a sense of belonging, helps students achieve their personal best and creates lifelong friendships.
6.	Along with all Team UOP Exec Officers, be a champion for all aspects of University sport.
7.	Work collaboratively with all Team UOP Exec Officers to deliver a monthly Team UOP blog with student stories, wins, behind the scenes, rewarding and recognising beyond the competitive wins. You will collaborate with key stakeholders to share impact reports and highlight club and individual achievement.
What roles make up the Team UOP Exec? - Events Officer - Inclusion Officer - Media Officer - Performance Officer Critical working relationships include; UOP Sport and Recreation staff, UOP Professional Services & Departments, UPSU staff, Team UOP committee members and sports club members, and local community stakeholders.	

Essential and Desirable Criteria To be successful in this role you will have...	Category
Be a UOP registered student for the full 2026-27 academic year. Experience working in a Team UOP sports club committee (having held a committee role for at least 1 academic year).	Essential
The ability to understand how a committee works together as a team and show how you can be an effective leader. You will be focused and open-minded, putting effective communication at the heart of what you do, alongside having the ability to ask for help and develop yourself both professionally and personally.	Essential
Experience in marketing and social media; demonstrating a good skill level in Canva or Illustrator (or similar). You will be able to show a range of impactful content you've created, reflect on how your content has increased engagement whilst being confident in front of the camera to promote University Sport.	Essential
A sense of passion for the positive impact University sport can have on the student experience. You will hold positive values and lead by example to have a robust personal reputation, showing confidence and the ability to self reflect.	Essential
The ability to work independently, autonomously and proactively, using initiative and be willing to learn and develop whilst staying motivated. Have experience in project / campaign management, organisation and time management skills.	Essential
Experience in managing social media platforms / a specific social media page or profile.	Essential
Knowledge of Sport and Recreation's aims and values with knowledge of University sport and the barriers students face.	Desirable

Completion and Approval

Date Prepared	23/06/2026	Prepared by:	Zoe Monk
Next Review Due	June 2027		