

### Scottish Student Squash – Communications Officer – Role Description

Role Title:	Scottish Student Squash Communications Officer
Responsible to:	SS Squash Chair, SSS Competitions Assistant
Where (Location):	Various
Time Commitment:	Minimum 2-3 meetings per year with preferred attendance at 1-3 SS Squash events/BUCS Squash Centralised League dates
Role Duration:	Minimum one year – until 30 <sup>th</sup> June 2025
Role description:	<p>Scottish Student Sport (SSS), the organisation for student sport in Scotland, is seeking an energetic and committed individual to act as one of the lead volunteers within Scottish Student Squash.</p> <p>As the Communications Officer your main responsibility will be to support the SS Squash Chair and SSS by publicising the sport and its activity (e.g. posting on social media channels), furthering the reach of the sport.</p> <p>Your other responsibilities are taking minutes from SS Squash Meetings, ensuring regular communication between Chair and clubs, promotion of club activities via the SS Squash channels, promotion of Scottish Squash GB material and working with the SSS Communications Coordinator on the general promotion of Squash as a whole.</p> <p>Furthermore, as a SS Squash Development Group member you will work with the rest of the group to deliver across a range of areas beyond publicity: competition, workforce, club development and inclusion. Overall, you will represent the interests of all member institutions and student clubs to improve squash for students in Scotland.</p>
Main tasks:	<ul style="list-style-type: none"> <li>• Maintenance of appropriate platforms to engage with students</li> <li>• Responsible for Scottish Student Squash social media channels</li> <li>• Promote great work happening in Scottish Student Squash clubs</li> <li>• Create communication plans for Scottish institutions who don't have a formal club, but who compete in squash</li> <li>• Support clubs with digital content to support their recruitment drives</li> <li>• Gather feedback from student clubs and member institutions on SS Squash Development Group areas of work</li> <li>• Drive specific outcomes as agreed by Chair and SS Squash Development Group</li> </ul>
Required skills, qualities and experience	<ul style="list-style-type: none"> <li>• Empathy for the needs of student clubs</li> <li>• Proactive, can do attitude</li> <li>• Experience of student squash in Scotland</li> <li>• Knowledge of squash landscape in Scotland</li> <li>• Ability to effectively communicate with a range of stakeholders</li> </ul>

Desirable skills, qualities and experience	<ul style="list-style-type: none"> <li>• Photography experience</li> <li>• Videography experience</li> <li>• Access to camera</li> <li>• Experience of using social media to promote a club/organisation</li> </ul>
Training and support available:	<ul style="list-style-type: none"> <li>• Any relevant CPD courses/experience as identified by Chair and Head of Competitions</li> <li>• SSS staff lead, Sean Berthelsen, will support in all aspects</li> </ul>
Application	CV and Cover Letter to be sent to SSS Competitions Assistant, Sean Berthelsen, on <a href="mailto:sean@scottishstudentsport.com">sean@scottishstudentsport.com</a>