



# WiSEAN

Women in Sport and Exercise Academic Network

## Volunteer Positions at WiSEAN

**Join our team:** Are you passionate about advancing research into women's sport and exercise? The Women in Sport and Exercise Academic Network (WiSEAN) is a volunteer-driven organisation that has developed a collaborative community of scholars, researchers and practitioners. Our mission is to "To grow, strengthen and promote research on women in sport and exercise, with the ultimate goal of optimising women's athletic success and their participation". We are currently seeking dedicated and enthusiastic individuals to join our team of volunteers.

**About us:** The network operates entirely through the efforts of volunteers, including our directors, who are all committed to our mission on a voluntary basis. By volunteering with us, you'll be joining a community of like-minded individuals who are passionate about advancing research into women's sport and exercise.

### Volunteer roles available

- **Role 1:** Social Media Co-ordinator
- **Role 2:** Host for WiSEAN Webinars
- **Role 3:** Blog Editor
- **Role 4:** Sponsorship Co-ordinator

Full role overviews are provided below.

### What we offer

- **A sense of purpose:** Contribute to a cause you care about and see the direct impact of your efforts
- **Skill development:** Gain valuable skills and experience in your chosen field
- **Community:** Be part of a supportive and passionate team
- **Flexibility:** Flexible, remote volunteering hours to fit your schedule and location

### What we ask

- **Time commitment:** Approx. 4-5 hours per month. To ensure continuity and maximise best possible impact, we hope for a commitment of 12 months
- **Passion:** A genuine interest in our mission and a desire to make a difference



## **How to Apply**

If you are interested in volunteering with us, please send your CV and a cover letter to [j.j.forsyth@staffs.ac.uk](mailto:j.j.forsyth@staffs.ac.uk) by **Friday 27<sup>th</sup> September 2024**. WiSEAN is committed to creating an inclusive and diverse workplace. We welcome applications from individuals of all backgrounds and identities.

Thank you for considering joining our team. Your time and effort can make a real difference!



## **Role 1: Social Media Co-ordinator**

**Position overview:** WiSEAN is seeking a passionate and skilled Social Media Co-ordinator to join our team of volunteers. As the Social Media Co-ordinator, you will play a crucial role in amplifying our mission and objectives through strategic social media management and engagement. You will have the opportunity to shape our online presence, foster meaningful connections and contribute to the advancement of research on women in sport and exercise.

### **Roles and responsibilities:**

1. Assist in (in collaboration with WiSEAN directors) developing and executing a social-media strategy to promote WISEAN's mission, events, mentoring scheme, podcasts and other WISEAN activities across social-media platforms, namely X and Instagram.
2. Create and post engaging and relevant content tailored to our target audience, including, but not limited to, pictures, graphics, videos and infographics.
3. Monitor social media performance metrics on a quarterly basis, analyse data, evaluate effectiveness and identify opportunities for improvement.
4. Engage with followers, divert enquiries to relevant individuals/experts and foster meaningful interactions to cultivate a vibrant and supportive online community.
5. Stay up to date with the latest social media trends, tools and best practices, and provide recommendations to WiSEAN directors for optimisation and innovation.

### **Essential person specification:**

1. Good understanding of social-media platforms, algorithms, trends and best practices.
2. Excellent communication skills, with the ability to craft compelling and research-informed content tailored to diverse audiences.
3. Creative thinker with a keen eye for design to develop engaging multimedia content.
4. Proficiency in basic graphic design software (i.e., software that is freely available).
5. Ability to work independently and work flexibly (to respond to new trends in research on women's sport and exercise).



## **Role 2: Host for WiSEAN Webinars**

**Position overview:** We are seeking a dynamic and passionate individual to serve as the host for the Women in Sport and Exercise Academic Network's webinars, to take place at least once per quarter. As the host, you will play a pivotal role in finding suitable guest speakers, facilitating engaging and productive discussions, fostering a supportive environment and ensuring the smooth execution of the webinars.

### **Roles and responsibilities:**

1. Identify and liaise with speakers to develop relevant and compelling content for each webinar, aligning with the network's mission and objectives.
2. Organise the logistical aspects of each webinar, including scheduling, technology setup and any other necessary arrangements.
3. Serve as the primary point of contact for all communication related to the webinars, including sending out invitations to speakers and promoting to attendees (mainly WiSEAN members), sending reminders and providing content for posting on WiSEAN social media accounts.
4. Lead the webinars with professionalism and enthusiasm, guiding discussions and ensuring all attendees can contribute.
5. Record, edit (where necessary) and prepare webinars for posting on the WiSEAN website.

### **Essential person specification:**

1. A background in sport and exercise, with a good understanding of the issues facing research and researchers in women's sport and exercise.
2. Excellent verbal and written communication skills, with the ability to facilitate discussions effectively.
3. Exceptional interpersonal skills and the ability to build rapport with diverse groups of individuals, fostering a welcoming, supportive and inclusive environment.
4. Comfortable using technology platforms for webinars, such as Zoom or Teams, and familiar with digital tools for communication and editing that you have at your disposal.



### **Role 3: Blog Editor**

**Position overview:** WiSEAN is seeking a passionate and skilled Blog Editor to join our team of volunteers. This role is ideal for someone who is enthusiastic about promoting women's research in sport and exercise, has a keen eye for quality content and is skilled in curating and editing blog posts. The Blog Editor will be responsible for requesting, compiling and editing blogs for the WiSEAN website.

#### **Roles and responsibilities:**

1. Request high-quality blogs from WiSEAN members, ensuring that a diverse range of topics and perspectives are represented. Stay updated with the latest trends in the research to ensure content relevancy.
2. Compile and organise blog posts for easy access and navigation on the WiSEAN website.
3. Work closely with the WiSEAN team to align blog content with the organisation's mission and objectives, and to ensure blog authors follow the guidelines regarding style and format. Communicate guidelines to blog authors and request permission to feature their content on the WiSEAN website.
4. Review and edit blog posts for accuracy, editorial consistency and relevancy. Ensure all content is properly credited and sources are accurately cited.
5. Collaborate with the WiSEAN directors and social media volunteer to promote blogs across WiSEAN's social media platforms.

#### **Essential person specification:**

1. Strong research skills and the ability to identify high-quality blog content.
2. Excellent written and verbal communication skills.
3. Attention to detail and experience in editing written work.
4. A genuine passion for growing, promoting and strengthening research on women in sport and exercise, with a commitment to advancing WiSEAN's mission and objectives.



## **Role 4: Sponsorship Co-ordinator**

**Position overview:** We are seeking a proactive individual to serve as a Sponsorship Co-ordinator for WiSEAN. The primary responsibility of this role is to identify, engage and secure sponsors for our podcasts, events and various activities.

### **Roles and responsibilities:**

1. Work with WiSEAN directors to identify further potential sponsors that align with WiSEAN's mission and objectives.
2. Cultivate relationships with potential (and current) sponsors and ensure regular communication and updates on the impact of their sponsorship.
3. Oversee the sponsorship process, including sponsor expectations.
4. Work closely with the WiSEAN team to understand our activities, ensuring alignment in sponsorship messaging and goals.
5. Track and report on sponsorship activities, including the impact of sponsorship contributions.

### **Essential person specification:**

1. Experience in identifying sponsors, preferably in the fields of academia, gender or sports-related initiatives.
2. Good written and verbal communication skills, with the ability to create proposals for sponsors that effectively communicate WiSEAN's mission and objectives.
3. A genuine passion for growing, promoting and strengthening research on women in sport and exercise, with a commitment to advancing WiSEAN's mission and objectives.

