

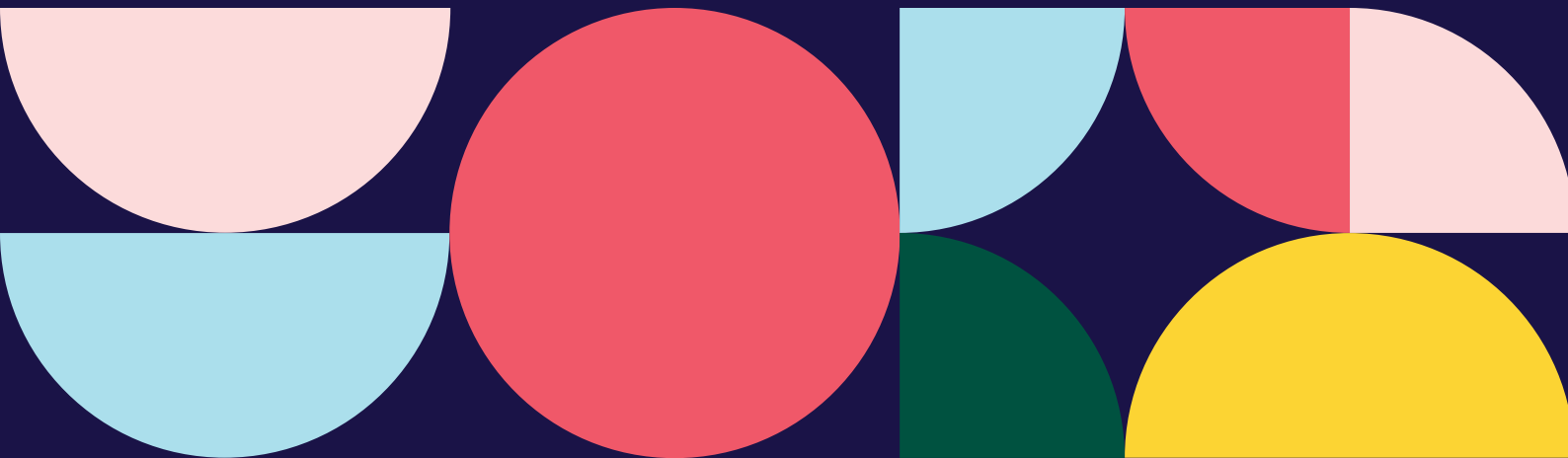
We're Hiring!

Information for Applicants

Intramural Sport Fixtures Assistant



Bristol SU





Welcome

We're looking for current students to join the Bristol SU for occasional work on a casual basis, and we're really excited that you're interested in coming to work at Bristol Students' Union, we'd love to hear from you!

Part business, part charity, part membership body – Bristol SU is a seriously fun place to work. Our professional staff do something extraordinary every day: we support student leaders to give people a voice in their education, help people get the most out of their student experience and make the change they want in the world. No wonder 93% of our employees would recommend us as a great place to work.

About Us

The University of Bristol Students' Union is a membership organisation democratically led by students, for students. We represent over 26,000 student members and work to make sure that you get the best from time at university by providing over 400 clubs, societies and networks, offering free support services and academic advice and representing students on the issues that matter to you.

Our vision: The best student life

Students drive and are at the heart of everything we do:

- We are the collective voice of University of Bristol students
- We support activities, so students can try new things and develop skills
- We advise, support and empower students to make change
- We are a vibrant social hub
- We provide quality services for the benefit of students





Working at Bristol SU

This is a great opportunity to build experience alongside your studies and develop your portfolio. Our Student Staff roles here at the SU are all flexible and shifts are allocated based on the needs of the organisation and your own availability to work, so will fit perfectly around your studies!

We are a Living Wage accredited organisation. We offer the flexibility for work-study balance. What's more, you will get 20 days of paid annual leave plus 8 bank holidays, pro-rata depending on your hours worked. Also, if you're eligible you can opt-in to our contributory pension scheme. Working at Bristol SU will give you access to a range of opportunities including the chance to shadow members of staff to learn more about what they do as well as training opportunities.

Bristol SU has been recognised through numerous accreditations and awards including Investors in People, Investors in Diversity, the Workplace Wellbeing Charter and more. No wonder 91% of our staff feel we have strong values and ethics!

Diversity & Inclusion

"Be yourself, be proud of the work you do and build a career in a place that knows that different is good."

Diversity and Inclusion at Bristol SU

Equality, diversity and inclusion are central to life at Bristol SU. We approach our work with positivity and celebrate our diverse and unique communities. Our people are proud of our values and care about creating diverse and supportive communities that are inclusive of age, disability, gender identity, race, religion, sexual orientation and experience.





Bristol SU strives to have an inclusive culture and an environment for all, underpinned by respect and compassion, where everyone feels welcomed, included, supported, valued and safe. We are committed to taking affirmative action to expand the diversity of our staff team by offering two guaranteed interview schemes. These are for people of colour and for disabled people.

Guaranteed Interview Scheme for People of Colour

We recognise that candidates that are people of colour may face additional barriers throughout their careers and when applying for new roles across the sector. We are committed to taking positive action to expand the diversity of our staff team by offering a guaranteed interview scheme for people of colour.

It is important to note that this scheme guarantees an interview for people of colour who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.



Diversity & Inclusion

Guaranteed Interview Scheme for Disabled People

Bristol SU is proud to be accredited as a Level 1 [Disability Confident Employer](#) making a commitment to the recruitment, development and retention of disabled staff. We recognise that disabled candidates may face additional barriers throughout their careers and when applying for new roles across the sector, and we are committed to taking positive action to expand the diversity of our staff team.

It is important to note that this scheme guarantees an interview for disabled people who meet the minimum criteria (at least 80% of the 'essential' criteria in the person specification) and tell us that they'd like to be considered under the scheme. The selection decision at interview will be based on the most suitable candidate, regardless of any protected characteristic.

It is important to note that there may be occasions where it is not practicable, or appropriate, to interview all candidates who have selected to be included within a guaranteed interview scheme who meet the minimum criteria for the job. In certain recruitment situations such as high-volume, seasonal and high-peak times, we may limit the overall numbers of interviews offered to all candidates - including those applying within our guaranteed interview schemes. In these circumstances we will select a minimum of two candidates from the scheme who best meet the minimum criteria for the job, rather than all of those that meet the minimum criteria.

Awards

We have appeared in the Inclusive Companies top 100 list, and have won a number of awards for our commitment to diversity, including best Students' Union. We also won a Third Sector Excellence Award at the 2018 Investors in People Awards.



About the Role

Intramural Sport Fixtures Assistant – Role Profile

Job Title	Intramural Sport Fixtures Assistant (multiple roles available)
Working Hours	2.5 - 6 hours per week (including evenings and weekends), zero-hours contract
Salary Range	£13.45 rate per hour
Contract	Zero-hours until May 2027
Reports to	Senior Intramural Sport Coordinator

Purpose of the Role

To assist in the delivery of the Intramural Sport programme through supporting weekly fixtures happening in venues outside of the University - specifically at The Downs, Clifton (Wednesday afternoon) and Windmill Hill City Farm, Bedminster (Saturday afternoon).

Main Duties and Responsibilities

1. General

- Be an Ambassador for Intramural Sport and Bristol SU, positively promoting it and the range of sports opportunities available to students
- Be a visible SU presence at Intramural Sports events happening at venues outside of University of Bristol locations and where an Intramural Club rep (from the relevant sports club) is not present
- Liaise with Intramural Sport Assistants (Admin) to help with the communications and logistics of the fixtures
- Simple data entry to capture results from games where needed
- Provide regular updates to the Senior Intramural Sports Coordinator, maintaining regular communication
- Provide First Aid support to students participating in Intramural Sports (training will be provided, if not qualified)
- Ensure timely delivery of fixtures and managing any on-the-day logistic challenges
- Reporting any incidents in a timely manner via Bristol SU Incident Reporting Form
- Managing on site relations with venues; being a point of contact and representing Bristol SU. Referring any concerns to the Senior Intramural Sports Coordinator as required
- Support with promotion of Intramural Sport, particularly by boosting our social media presence by posting pictures of sessions and supporting with Welcome Week engagement

2. Assistance with other sports participation initiatives

- Assist with other strands of the joint participation programme aimed at students who are less likely to participate in sport and physical activity

3. Other

- Undertake such other tasks as may be necessary in order to achieve the vision, mission and values of Bristol SU
- Comply with all Bristol SU Health and Safety guidelines
- Take personal responsibility for Health and Safety of yourself and those around you



About You

Intramural Sport Fixtures Assistant – Person Specification

Key E = Essential criteria
A = Assessed in the application form
D = Desirable criteria
I = Assessed at interview

	Priority	Assessed
Knowledge & Experience		
Being passionate about sporting life at the University of Bristol, with an active interest in physical activity and its potential to promote student wellbeing	E	A / I
Experience or knowledge in delivering sporting fixtures/events	E	A / I
Champion for equality, diversity and inclusion and understanding of how this is relevant in a Students' Union setting	E	I
Experience in data collection and data entry	E	A
Use of social media in professional scenarios (particularly Instagram)	D	A / I
Skills & Abilities		
Able to balance studies, recreational activities and this role	E	A / I
A quick, adaptable learner	E	A / I
Able to work as a team with shared priorities	D	A / I
Effective people skills	E	A / I
Clear and timely communicator	E	A / I
Able to take initiative where required	E	A / I
Values & Behaviours		
A demonstrable commitment to our organisation's values	E	I
A commitment to and understanding of equality, diversity and inclusion	E	I
Comfortable working in a democratic, student-led environment with the ability to empower and build effective relationships with elected officers	E	I

If you think you have what it takes to be our next Intramural Sport Fixtures Assistant, but aren't sure you meet every point on the person specification, please still get in touch with the recruiting manager. We'd love to have a chat and see if you could help us to achieve great things for our SU and its members.



How to Apply

The closing date for applications is Monday 27 July 2026 at 9am

Application Timeline

- Closing Date: Monday 27 July 2026, 9am
- Shortlisting / Invitation to Interview: Tuesday 28 July 2026
- Interviews: Wednesday 5 August 2026 (online)

We will be organising FREE Safeguarding training and Level 3 First Aid training. These are mandatory and will be organised based on the wider team availability, aiming to have all trained by end of August/beginning of September.

Welcome Week is from Monday 12th September and Welcome Fair on Friday 18th September. The expectation is successful candidates will be present to support with promotion of Intramural Sport throughout Welcome Week.

To apply, please submit your application via our online recruitment portal, accessible via the jobs page on our website.

You will need to provide an up-to-date copy of your CV, and a cover letter detailing how you meet the criteria in the person specification. Your cover letter should be no more than one to two sides of A4.

Remember you don't have to have work experience to have the skills or knowledge to do a great job. We are interested in your potential, so encourage you to use examples from outside of work too when answering the questions.

We recommend that you prepare your answers in advance in a separate document where possible, to avoid losing your responses before you submit them in the portal.

Please do not use AI throughout the recruitment process. We want to hear from you in your own words. Please note that use of any software or tools to aid disabled people such as speech to text aids are welcomed.

Please note:

- We will contact you to let you know the outcome of your application.
- You must be able to provide proof of your right to work in the UK - and you must provide this proof before starting work with us.
- Applications received after the above closing date will not be considered.

Informal enquiries:

For an informal chat and to find out more about the role, please contact the Senior Intramural Sport Coordinator, Caleb, on bristolsu-intramural@bristol.ac.uk

Impostor Syndrome

Impostor syndrome is the overwhelming feeling that you don't deserve your success. It can convince us that we are not as intelligent, creative or talented as we may seem. It often strikes when applying for a job, and has long been thought to disproportionately affect women and people from marginalised backgrounds. If you recognise feelings of imposter syndrome during your job search, [you'll find some useful tips to help overcome it here.](#)



