



# WiSEAN

Women in Sport and Exercise Academic Network

## Host for WiSEAN Webinars

**About us:** 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”. 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.

**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 approximately 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.

### 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, which would equate to 3-4 podcasts per year and/or editing of the current host's podcasts. 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> March 2025**. 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!

