



Academic

JOB DESCRIPTION

POST: Lecturer in Multimedia Sports Journalism

LOCATION: UCFB Wembley, London

SALARY/GRADE: £36,000 - £40,000 per annum, depending upon qualifications and experience (*plus a 10% London Weighting allowance if applicable*)

RESPONSIBLE TO: Head of Academics (Undergraduate) - Wembley

POST OBJECTIVES: To teach on a programme of study and to maintain teaching and learning standards to deliver an excellent student experience

KEY TASKS

- To teach on designated modules and programme of study as the Head/ Assistant Head of Academics may specify
- Maintain academic standards and adhere to the programme and module specifications
- Design and deliver teaching materials at undergraduate and postgraduate levels, including contributing to the curriculum review and enhancement, in a manner that supports and focuses on student learning outcomes
 - i. Preparation and delivery of modules-lectures and seminar materials at various levels
 - ii. Challenge thinking and foster debate to develop the ability for students to engage in critical discourse and rational thinking, stimulating excellence
 - iii. Identify learning needs of students and define appropriate learning objectives
 - iv. Supervise the work of students- including student project, field trips, and where appropriate, placement- and provide advice on study skills
- Undertake student assessments and examination activities including the provision of appropriate feedback to students
 - i. Marking, assessing and moderation of students' work
- Engage in continuous professional development
 - i. Develop familiarity with a variety of strategies to promote and assess learning

- ii. Have in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field
 - iii. Balance the pressures of teaching, personal research and administrative demands and competing deadlines
- To participate in the department seminars aimed at knowledge sharing and building interdisciplinary collaboration within and outside the department
 - i. Act as a responsible team member and develop productive working relationships with other members of staff
 - ii. Participate in and develop external networks that promote UCFB and contribute to and build relationships for future activities
 - iii. Collaborate with colleagues on the development and implementation of assessment procedures
- Be responsible for the pastoral care of students within a specified area
 - i. Act as personal tutor, providing first line support
 - ii. Refer students to appropriate services providing further help (student services)
- Achieve key academic performance indicators, attendance, retention and achievement
- Report to the programme leader on programme performance and progress
- Maintain high levels of student satisfaction rates
- Complete module review and evaluation
- To undertake appropriate staff development and professional training in line with the business objectives of UCFB
- Participate in research and personal professional development
- To work within the policies of Health and Safety and Equal Opportunities
- To work flexibly and responsibly and undertake any other duties relevant to the level of the post

Person Specification

HEI: UCFB		Location: UCFB Wembley Campus	
Department: Academic - Multimedia Sports Journalism		Responsible To: Head of Academics (Undergraduate) - Wembley	
REQUIREMENTS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT *
1. Qualifications and Training	Undergraduate degree and Masters degrees in disciplines relevant to Multimedia Sports Journalism	PhD or near Completion HEA Membership Teaching qualification Relevant Professional Qualifications	1
2. Previous Work Experience	2 or more years teaching and learning experience in a UK Higher Education Institution	Extensive teaching and learning experience in UK HE Module leadership experience Experience of project supervision for taught UG and PG programmes Relevant print/digital experience in a journalism Evidence of working in a convergent journalism environment	1, 2 & 4
3. Knowledge of core areas	Ability to teach 2 or more of the following areas: <ul style="list-style-type: none"> • Principles of Sports Journalism • Social and Digital Sports Journalism • Sports Media & Society • Sports Public Relations & Communications • Sports governance 	Ability to teach across the UCFB portfolio at UG, PG and professional levels. A broad knowledge of journalism working practices and applications. Academic knowledge of journalism/media theory. A readiness to work collaboratively with existing and identify new national,	1, 2 & 4

		regional and local partnership opportunities.	
4. Specialist knowledge areas	<p>Ability to contextualise Multimedia Sports Journalism for sports business and related disciplines including:</p> <ul style="list-style-type: none"> • Digital media: knowledge of contemporary, industry application of digital media, across various platforms. • Sports history, culture & media: knowledge of the historical origin and contemporary governance of modern sports, plus the connection between sports and the media industry. 	<ul style="list-style-type: none"> • Media law: knowledge of criminal and civil law, as well as knowledge of the Editor's Code of Practice & Ofcom regulations. • Specialist knowledge of media platforms including podcasting, web design, mobile journalism, design. • Public relations: understanding the key concepts of public relations, including crisis management and campaign creation. 	1, 2 & 4
5. Student experience	Ability to provide a high quality student learning experience (e.g. via large group sessions, small group sessions, supervision & pastoral support)	Demonstrate innovation & creativity in developing resources to support student learning utilising a variety of teaching styles and where applicable innovative use of technologies	1, 2 & 4
6. Quality Assurance	Ability to implement quality assurance processes	<p>Ability to complete HE Quality Assurance documents to meet internal and external expectations</p> <p>Experience as an External Examiner</p>	1, 2 & 4

<p>7. Specific Skills / Abilities required</p>	<p>Ability to work effectively in a fast paced and busy environment to meet set objectives</p> <p>Excellent communication skills</p> <p>Excellent IT skills</p> <p>Excellent time management skills</p> <p>Ability to work on your own initiative</p> <p>Effective team-working skills</p> <p>Excellent report writing skills</p>	<p>Ability to provide academic leadership in development of new modules/programmes</p> <p>Knowledge of the challenges faced by HE providers</p>	<p>1 ,2, 3 & 4</p>
<p>8. Motivation / Attitude</p>	<p>Professional approach to work</p> <p>Reliable</p> <p>Excellent Organisational Skills</p> <p>Flexibility</p> <p>Excellent interpersonal skills</p> <p>Commitment to following UCFB's ethos and equal opportunities policies</p>		<p>1, 2 & 4</p>

9. UCFB Values	Always trying to be the best you can Attention to detail Equitable Honesty Integrity Loyalty Respect		1 & 3
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***1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence; 5=Other**

Terms and Conditions of Employment relevant to post

- Job title: Lecturer in Multimedia Sports Journalism
- Hours: 8:30am – 5:00pm, Full Time
- Salary: £36,000 - £40,000 per annum, depending upon qualifications and experience (*plus a 10% London Weighting allowance if applicable*)
- Work base: Normally, UCFB Wembley but any of UCFB's premises as may be required
- Holidays: 33 days paid holiday, including the usual public holidays in England & Wales
- Benefits: Christmas/ New Year closure period (10 discretionary days inclusive of bank holidays), cycle to work, Perkbox, birthday day off, annual staff events, pension (statutory auto enrolment scheme), occupational maternity/ paternity pay after qualifying period

Subject to:

Satisfactory DBS check

Satisfactory completion of the Probationary period – 6 months

Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006

Evidence of stated qualifications relevant to the post

Evidence of membership of relevant professional bodies as stipulated by the post

Not being subject to a Football Banning Order or any lawful prohibition on entering a football stadium in the UK