

Title Event Coordinator
Team Events
Manager Sport Event Manager or Major Event Manager



JOB DESCRIPTION

Main Purpose(s)

The purpose of this role is to co-ordinate and deliver a successful programme of events across the BUCS sporting programme. Ensuring effective relationship management with volunteers, suppliers, national governing bodies (NGBs) of sport, and other key stakeholders to deliver high quality events to our member institutions and their students.

Main duties and responsibilities

Event Planning & Delivery

- Plan and deliver an array of individual and team sporting events - including supporting some which are part of the BUCS flagship series including but not limited to 'Big Wednesday' and 'Nationals' events.
- Coordinate the operations of event delivery - including all pre-event planning, on the day event delivery, and post-event review and future development.
- Create and maintain relationships with external suppliers - including venue contacts, sub-contractors, professional services, and any other providers.
- Undertake all event administration, including:
 - Creating, monitoring, and progressing event delivery plans to ensure timely decision making and delivery of excellent events for BUCS members.
 - Timely preparation and publication of all event information on the website.
 - The coordination process of event entries through the Competition Management System, BUCS Play.
 - Develop and implement individual event planning and risk management documents.
 - Ensure the accurate preparation and administration of individual event budgets.

Event Review & Partnerships

- Actively work to increase the quality of events by seeking feedback on student experience and identifying areas for improvement.
- Recruit, deploy and support all volunteers and officials for all events.
- Work with 3rd party organisations to coordinate, deliver and develop 3rd party events.
- Support the Event Managers to work with the relevant staff from National Governing Bodies (NGBs) and Event Management Groups (EMGs) to improve and sustain the sporting experience for all events.
- Work with NGBs and EMGs and the sports governance team to annually review regulations and entry requirements.

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- Work with the Digital and Engagement and Commercial Departments to ensure all sponsor, marketing and media/broadcast activities and internal and external communications are delivered effectively.
- Work with the BUCS Chief Medical Officer (CMO) and Chief Physio to appoint Doctors, Physios and Paramedics to events.
- Work with the Data and Insight Team to support the review of events and increase understanding of participant database.

Collaboration

- Provide support to the wider Event Team with on the day event delivery as and when required.
- Support with the review and development of the sports events through the Sport Review Cycle, in working collaboratively with the competitions staff team.
- Work with colleagues and the National Competitions Group to support sports through necessary programme changes and adjustments.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies and governance processes.
- Work with members to collect and receive feedback on all your events continuously.

Other

- Undertake any other relevant tasks that are commensurate with the role as required.
- This role will involve weekend and evening work and overnight stays at BUCS events.
- The post holder must have a clean driving license and be a confident driver
- Represent BUCS in a professional manner at all times

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PERSON SPECIFICATION

The ideal candidate will have strong attention to detail, possess great planning and organisational skills and have a passion for delivery high end sporting events to the student population. They must have the desire to be part of an exciting, fast-paced and customer focused environment.

Essential knowledge or experience

- Practical experience of professional event delivery
- Knowledge of event services, such as media, catering, accommodation and volunteering
- Competent user of Microsoft Office, in particular Excel
- Evidenced experience of event and project coordination

Essential skills and abilities

- Excellent people skills
- Ability to develop and implement event planning documents
- Evidenced experience of delivering excellent customer service
- Excellent planning and organisational skills
- Excellent problem solving skills
- Excellent written and verbal communication skills

Desirable knowledge or experience

- Experience of supporting commercial relationships
- Experience of working with Media and Broadcast teams
- Understanding of BUCS sport and Higher Education structures, competitions and event schedules
- Experience of working in a membership organisation
- Knowledge of administering event budgets
- Knowledge and/or experience of working with multiple different sports
- First Aid qualification
- Safeguarding qualification