**British Universities & Colleges Sport**

TABLE TENNIS SPORT ADVISORY GROUP

**EDIA REPRESENTATIVE - ROLE DESCRIPTION**

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| **Organisation** | British Universities & Colleges Sport (BUCS) |
| **Title** | EDIA Representative |
| **Remuneration** | Voluntary Role\* |
| **Reports To** | BUCS Table Tennis SAG Chair and BUCS National Competitions Manager |
| **Commitment** | [Detailed here](#Time_Commitment) |
| **Term of Office** | Reviewed Annually |

*\* For the 2024-25 season, it is recommended all SAG meetings remain virtual as there will be no budget available through BUCS to cover costs incurred at each meeting.*

ROLE PURPOSE

Are you passionate about promoting Equality, Diversity, Inclusion and Anti-Racism (EDIA) in Table Tennis? We are looking for a sport advisory group member to focus on driving these values through everything we do, promoting change and raising awareness of these areas in the higher education Table Tennis sector.

The successful candidate will ideally have a working knowledge of BUCS and/or the higher education sport sector, however this is not essential. The role will be to act as a BUCS EDIA representative on the Table Tennis Sport Advisory Group (SAG), working with other committees and portfolios to drive the programme forward, and ensure a proactive approach is taken to EDIA matters.

The BUCS Table Tennis EDIA representative will present the voice and opinions of staff and student-athletes from institutions involved in the BUCS Table Tennis programme, whilst also acting as an EDIA ambassador. They may also be called upon to represent the SAG in other settings.

MAIN DUTIES AND RESPONSIBILITIES

* Act as a key EDIA ambassador through sharing positive success stories within Table Tennis or beyond; promote good practice, encouraging greater EDIA focus across the programme.
* Work in collaboration with BUCS and the SAG on projects and activities which promote equality, diversity, inclusion and anti-racism.
* Research, apply and promote EDIA initiatives and share best practice.
* Provide ad-hoc support and advice by email, phone, etc.
* Identify key EDIA matters that may be hindering participation in Table Tennis, and work with the SAG and BUCS to address these.
* Support the development, promotion and education of equality, diversity, inclusion and anti-racism in higher education Table Tennis.
* Network with key staff and contacts within BUCS, member institutions and partner organisations.
* Handling confidential information sensitively.
* Attend all relevant SAG meetings and provide any updates on actions from previous meetings.
* Comply with the BUCS Volunteer Code of Conduct.

KEY RELATIONSHIPS

SAG Chair, BUCS Table Tennis Programme Coordinator, BUCS National Competitions Manager, BUCS Head of Competition & Performance, BUCS National Performance Manager, the LTA, SAG members, BUCS member institutions, other external partners as appropriate.

APPLICATION

Please detail in your application any experience you have in the following areas;

University Table Tennis, BUCS, NGB space, Disability/Para-sport, Diversity & Inclusion Projects, Sports Union, Volunteering, Participation, or any other Table Tennis or committee/ board experience.

This list is not exhaustive, just offered as a guide to help applications.

CLOSING

23:59 on Sunday 03 November 2024.

PERSON SPECIFICATION

**Role:** EDIA Representative

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| **Requirements** | **Essential/ Desirable** |
| **Experience/ Knowledge** |  |
| Experience working within para Table Tennis and/or disability sport | **E** |
| Good sport specific knowledge  | **E** |
| Work on the development of projects or programmes focused on equality, diversity inclusion and anti-racism matters | **E** |
| Confident in communication with a range of networks | **E** |
| To work with other members of staff to integrate practices into Table Tennis HE sector and student practices that enhance EDIA | **E** |
| Experience of working in the promotion and education of equality, diversity & inclusion | **E** |
| Working within voluntary committees | **D** |
| Understanding of developments within the wider sporting landscape | **D** |
| Understanding of HE sporting landscape | **D** |
| **Skills & Abilities** |  |
| The ability to debate, discuss and challenge in a constructive manner | **D** |
| The appropriate use of knowledge and experience to make informed decisions to the benefit of Inclusion within Table Tennis | **E** |
| Proven advocacy capability | **D** |
| Excellent communication skills | **E** |
| Ability to motivate a team | **D** |
| Ability to think and act creatively | **E** |
| **Time Commitment** |  |
| Approximately 4-5 SAG meetings per year | 1-2 hours per meeting (approx.) |
| Attendance at key sport specific events | 1-3 days |

HOW TO APPLY

Please send your application to neal.kington@bucs.org.uk in the form of a word document outlining the reasons why you are suitable for the role, along with a CV.