



## **JOB DESCRIPTION**

<b>Title</b>	Event Coordinator
<b>Employer</b>	British Universities and Colleges Sport (BUCS)
<b>Department</b>	Delivery Directorate
<b>Manager</b>	Event Manager
<b>Salary</b>	Starting from £23 000 p.a. (depending on experience)
<b>Place of work</b>	BUCS office, 20-24 Kings Bench Street, London

### **Main purpose of role**

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 responsibilities**

- Plan and deliver individual and team sporting events - including some which are part of the 'Big Wednesday' and 'Nationals' events.
- Manage all operations related to event delivery - including but not limited to, 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.
  - Ensure entries are received and processed efficiently, ensuring that sufficient time is allowed for all pre-event draws/seeding in undertaken prior to information being published.
  - Develop individual event planning and risk management documents.
  - Ensure the accurate preparation and management of individual event budgets.
- Actively work to increase the quality of events by seeking feedback on student experience and identifying areas for improvement.
- Support the Head of Events and Event Managers in organising major events.
- Recruit and manage volunteers and officials at events.

- Manage national governing bodies (NGBs) and Event Management Groups (EMGs) relationships for each sport.
- Work with NGBs and EMGs to annually review regulations and entry requirements.
- Support sports through the Sport Review Cycle, when appropriate.
- Work with the Engagement and Commercial Departments to ensure all sponsor, marketing and media/broadcast activities take place as agreed.

### **External relationships**

- BUCS member institutions
- Event volunteers and officials
- Event Management Groups (EMGs)
- National Governing Bodies (NGBs)
- External contractors
- Event sponsors
- Event media and broadcast partners

### **Internal relationships**

- Head of Events
- Event Managers and Event Coordinators
- Competitions and Performance Department
- Engagement and Commercial Department
- Development Department
- Business Operations Department
- Director of Delivery

### **General**

To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.

Always promote equality of opportunities for staff, volunteers, and visitors in accordance with BUCS Equality Policy.

### **Other**

This role will involve weekend and evening work as well as overnight stays at BUCS events (all reasonable expenses will be reimbursed).

The successful applicant must hold a clean driving licence (over 3 years) and be a confident driver.

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## PERSON SPECIFICATION



### **Experience and knowledge** (all Essential unless marked)

1. Practical experience of professional event delivery
2. Experience of producing event information and meeting tight deadlines.
3. Working with stakeholders to deliver successful events.
4. Experience of event support services, including media, catering, volunteer activity and commercial activity.
5. Development of event planning documents and other communication tools
6. Experience of delivering excellent customer service.
7. Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues, and championships (desirable)
8. Experience of working with commercial partners (desirable)
9. Experience of implementing policies (desirable)

### **Other Skills and Abilities** (all Essential unless marked)

1. Planning and organisational skills.
2. Problem solving
3. Good people skills and ability to negotiate.
4. Ability to self-manage/self-motivate.
5. Teamwork
6. Ability to prioritise activities.
7. Ability to manage multiple projects and events simultaneously.
8. Good communication skills, both written and oral
9. Good administrative and data management skills
10. Strong focus on the provision of customer service
11. Competent user of Microsoft Office in particular Excel