

# BRITISH UNIVERSITIES & COLLEGES SPORT

## BUCS Tennis: Doubles Championships 2024

### EVENT ASSISTANT - ROLE DESCRIPTION

<b>Organisation</b>	British Universities & Colleges Sport (BUCS)
<b>Title</b>	Event Assistant
<b>Remuneration</b>	Voluntary*, BUCS Tennis Top, Lunch & Reasonable Travel Expenses in line with BUCS Volunteer Policy
<b>Reports To</b>	BUCS Tennis Programme Coordinator
<b>Commitment</b>	Evening of 15 November (setup), full days 16 & 17 November 2024
<b>Location</b>	The Shrewsbury Club, Sundorne Road, Shrewsbury, SY1 4RG

*\*If you are a **qualified official** (court supervisor or referee), please detail this in your application, if successful, you will be paid in line with the LTA's referee, control desk & court supervisor fees & expenses policy.*

#### ROLE PURPOSE

The BUCS Doubles Championships are one of the major events of the BUCS Tennis Calendar and have a rich history with Wimbledon Champions, Davis Cup and Billie Jean King Cup players and squad members having previously competed. In this role students will get to experience the methods and logistics of managing a sporting event as well as supporting the delivery and operations of the event itself. This opportunity is ideal for any student who has a particular interest in event planning and management or learning more about refereeing in tennis. The experience gained can be transferred to a number of different roles, not solely in tennis or sports event management and is an excellent opportunity to increase skills and employability.

Check out [this](#) article to find out more about the BUCS Tennis season as a whole.

#### MAIN DUTIES AND RESPONSIBILITIES

- Assist in the setup and pack down of branding at the venue.
- Assist in the delivery of event-specific tasks such as updating results.
- Assist with the coordination of event administration.
- Support the referee.
- Comply with the BUCS Volunteer Code of Conduct.

## APPLICATION

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

University Tennis, BUCS, Tennis Events, Sport Management, Committee Roles, Event Management

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

## CLOSING

23:59 on Sunday 27 October 2024

## PERSON SPECIFICATION

**Role:** Event Assistant

Requirements	Essential/ Desirable
<b>Experience/ Knowledge</b>	
Experience working at a sport/tennis event	D
Good sport specific knowledge	D
An interest in tennis/sport	E
<b>Skills &amp; Abilities</b>	
Effective communicator	E
Good interpersonal skills	E
Patient, friendly and approachable	E
Enthusiastic and reliable	E
<b>Time Commitment</b>	
Available for the duration of BUCS Doubles Championships - Evening of 15 November (setup), full days 16 & 17 November 2024	E*

*\*If you are able to help for the majority or part of the weekend, please detail this in the application and we can see if this can be accommodated.*

## HOW TO APPLY

Please click [here](#) to apply, the application form will ask for details about yourself, including emergency contact details, you will also have the opportunity to highlight any previous experience you have and explain why you would like to apply to volunteer/work at the event. In addition to this, please send your CV to [sophie.kitson@bucs.org.uk](mailto:sophie.kitson@bucs.org.uk).