

Title Sport Compliance Coordinator
Team Governance and Compliance
Manager Sport Governance and Compliance Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of higher education sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

The purpose of the role is to coordinate BUCS's sport compliance operations. The postholder will be the primary contact for enquiries regarding rules, regulations, match appeals and misconduct relating to BUCS's domestic competitions from BUCS's member institutions and other stakeholders, responding to all enquirers in a respectful manner and with the aim of providing excellent member service.

They will work with the Sport Governance and Compliance Manager to continuously and dynamically review and develop the rules, regulations and any associated documents and procedures of BUCS's domestic competitions, with the aim of ensuring fair and safe competition that is underpinned by robust, clear and transparent regulatory policies and processes.

Main duties and responsibilities

Stakeholder and Member Engagement

- Provide support to member institutions and other stakeholders on rules and regulations, sport specific affiliation requirements, and disciplinary matters relating to BUCS's domestic competitions.
- Devise and deliver resources and training for staff and student-athletes from member institutions to support them with their understanding of and compliance with BUCS's rules and regulations.
- Support the creation and ongoing maintenance of content for the Rules and Regulations section of the BUCS website.
- Produce termly and annual reports on sport compliance matters.

Process and Operations

- Have responsibility for efficient supervision of the initiations reporting system, following internal procedures to process any reports received.
- Process match appeals, involuntary walkover requests, and any disciplinary matters as required.
- Coordinate BUCS Appeal/Judiciary panels, including scheduling hearings, recruiting panel members, organising paperwork, producing reports and communicating decisions.
- Provide support and arrange training for members of the BUCS Judiciary.
- Process all sport compliance related fines.
- Undertake team sheet checks for compliance with BUCS's rules and regulations including liaising with member institutions and issuing sanctions.
- Work with the Sport Governance and Compliance Manager, the Competitions and Performance Team, and the Events Team, to coordinate the annual review of BUCS's rules and regulations.

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- Ensure compliance with sport specific affiliation requirements, including working with internal staff and National Governing Bodies (NGBs) to check compliance, reviewing and processing submissions, contacting member institutions, and issuing sanctions.
- Support the digitisation of sport governance and compliance processes.

Collaboration

- Support the wider BUCS team with sport compliance related matters where required.

Other

- Professionally represent BUCS at all times.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS operations.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Knowledge and experience in administrative tasks and data management.
- Experience coordinating projects and ability to meet deadlines.
- Experience of working aligned to clear processes and procedures, with tight timescales.
- Experience coordinating multiple tasks and responsibilities, remaining calm under pressure.

Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Excellent written and verbal communication skills.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- Excellent time management and prioritisation skills.
- The ability to work to strict deadlines.
- The ability to think logically and consistently.
- Excellent people skills, ability to negotiate.
- The ability to self-manage/self-motivate.
- The ability to develop innovative solutions to complex problems.
- Excellent administrative and data management skills.
- The ability to foster an inclusive, respectful and collaborative environment that values diverse perspectives.

Desirable knowledge or experience

- Experience of effectively managing budgets with the support of senior staff.
- Knowledge of Microsoft Office, especially Excel.
- Experience of using Monday.com or similar project management/workflow software.
- Knowledge of sport governance structures.
- Experience of compliance and the development of rules and regulations.
- Understanding of BUCS's domestic competitions.
- Experience of working in a membership organisation.
- Experience of process development (disciplinary processes, management implementation and review).
- Knowledge of National Governing Bodies (NGBs) such as competition structures, player pathways and rules and regulations.