

BRITISH UNIVERSITIES & COLLEGES SPORT

BUCS Tennis: Super Weekend 2024

EVENT ASSISTANT - ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Event Assistant
Remuneration	Voluntary*, BUCS Tennis Top, Lunch provided & Reasonable Travel Expenses in line with BUCS Volunteer Policy
Reports To	BUCS Tennis Programme Coordinator
Commitment	Evening of 18 October (setup), full days 19 & 20 October 2024
Location	Dan Maskell Tennis Centre, Loughborough University, Epinal Way, Loughborough, LE11 3TP

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 Tennis Super Weekend's are the feature events of the BUCS Tennis National Leagues 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 6 October 2024

PERSON SPECIFICATION

Role: Event Assistant

Requirements	Essential/ Desirable
Experience/ Knowledge	
Experience working at a sport/tennis event	D
Good sport specific knowledge	D
An interest in tennis/sport	E
Skills & Abilities	
Effective communicator	E
Good interpersonal skills	E
Patient, friendly and approachable	E
Enthusiastic and reliable	E
Time Commitment	
Available for the duration of BUCS Super Weekend - Evening of 18 October (setup), full days 19 & 20 October 2024	E*

**If you are able to help for the majority or part of the weekend, please let us know 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.