

ROLE DESCRIPTION – BUCS NATIONALS EVENT STAFF

Event Dates	15 – 16 February 2025
Location	Sheffield
Reporting to	BUCS Head of Events & BUCS Sport Leads
Remuneration	Voluntary - reasonable expenses paid
About	Please note that this role is available as a professional development opportunity to both internal BUCS staff, and individuals currently employed or engaged by a BUCS member University.

OVERVIEW

British Universities & Colleges Sport (BUCS) are looking to appoint staff to be part of the event team running BUCS Nationals in 2025. This year will see six sports compete for medals over the weekend. With an estimated 4,200 students, this will be one of the largest BUCS Nationals for several years.

Showcasing the very best athletes from the sports of Athletics, Badminton, Climbing, Fencing, Karate and Swimming the city centre locations are certain to be a hive of activity and set to be a show case of the highest level of student sport.

The successful applicant will be part of the BUCS Nationals team, collectively working towards the overall aim of delivering the event to the highest standards and ensuring competitors across all sports have the best sporting experience throughout the event.

The successful candidate will be required to attend the pre-event briefing, on Thursday 6 February (virtually) and be available for pre-event set up & onsite orientation by lunchtime on Thursday 13 February.

Appointments will be made on the basis of the written applications.

ROLE DESCRIPTION

Pre-Event:

- To attend the staff briefing (virtually)
- To liaise with the Events team and other BUCS personnel as required

General Event Requirements (to include but not limited to):

- To support the event team with event general set up and de-rig
- To work with and as part of the BUCS Event Team to provide excellent customer service to BUCS members, BUCS Officials and BUCS Medical personnel during the event.
- To work with and as part of the BUCS team to ensure the event is run to the highest standard.

KEY RESPONSIBILITIES

- To assist the event lead for one of the Nationals sports
- To undertake roles under instruction from the event lead including but not limited to results, registration, sport specific event software and volunteer management.
- To liaise with event leads for different sports
- To take part in end of day meetings and feed in key learnings from the day
- To support the event leads for sports in the running of the competition
- To provide administrative support to the Head of Events and sport lead as required
- To undertake other duties as designated by the Head of Events & BUCS Event Manager.

DESIRABLE QUALIFICATIONS/ EXPERIENCE

- A high level of understanding of UK University sport at a domestic level
- Previous experience in a similar role in a national level event
- An existing and positive working relationship with BUCS staff
- An understanding & experience of BUCS internal processes, procedures and frameworks

PERSONAL ATTRIBUTES

- Ability to work both as a team player and independently
- Ability to respond to queries with customer service at the forefront
- Flexible and conscientious approach to work
- Professional
- Honest
- Work effectively in a high-pressure environment

APPLICATION PROCESS

Candidates should complete their application via Microsoft Forms by Friday 6 December 2024.

Internal BUCS candidates should discuss this opportunity in the first instance with their line manager and obtain their line manager's approval before applying for the role.

Candidates from BUCS member institutions should please provide a letter of support from the Head of Sport (or equivalent) at their institution, clearly stating and fully committing on behalf of the institution that the applicant will be made available to fulfil the requirements of the role.

External applicants should apply via [this Microsoft Form](#).

Queries regarding this role should be directed to Alice Wilkie, BUCS Head of Events Operations, alice.wilkie@bucs.org.uk.