

Title International Student Sport Coordinator
Team International / Delivery Directorate
Manager International Student Sport Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university 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)

To lead on the coordination and administration of all International and GB Student sport events. This will include but not be limited to, European Universities Games and Championships and support for GB Students representation at FISU World University Games, FISU World University Championships and international educational activity.

Main duties and responsibilities

Events and Processes

- Coordinate and implement an annual calendar and project plan to facilitate effective and efficient administration of all student sport international events.
- Lead on all administrative tasks associated to the coordination, (Pre, during and post-delivery) of international student sports events.
- Enable and facilitate all BUCS members and student athlete entry processes.
- Be responsible for and oversee all digital administration systems and processes.
- Coordinate the safe data collection and management of student athletes, volunteers and staff for associated international student sports events and programmes.

Operational

- Lead on the administration and liaison with international organising committees for general queries and logistical and operational information.
- Coordinate all athlete and delegation staff logistics associated with all international student sport events, including but not limited to the bookings of travel, accommodation, accreditation and criteria checks.
- Ensure regular familiarisation with all international student sport associated rules and regulations.
- Work collaboratively with the governance team to implement and maintain appropriate policy and procedures to support the delivery of safe International Student Sport, including but not limited to: Codes of Conduct, Rules and regulations, Crisis Management Plans.

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- Organise and be responsible for the international student sport general email inboxes.
- Support the International Student Sport lead with financial processes and associated financial tasks, always adhering to policy process.
- Coordinate BUCS International student sport meetings, preparing agendas, diary bookings, minutes and actions.

Partnerships and Stakeholders

- Work with the BUCS membership to educate and enable engagement and representation in the international student sporting offering.
- Coordinate all member and student communications / administrative tasks in relation to international student sport.
- Liaise and maintain professional relationships with composite sport leads at National Governing Bodies to coordinate and support the delivery of international student sport.
- Work with all equipment and kit suppliers to ensure timely orders and delivery of associated equipment for all international events.
- Work with the digital and engagement team to embed a plan that positively profiles and captures international student sport events.

Other

- Undertake other tasks that are commensurate with the role as required.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS operations.
- Conduct duties and responsibilities always in compliance with BUCS policies.
- Deputise for the International Student Sport Lead.

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

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

- Proven experience in administrative tasks and data management.
- Experience coordinating projects

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- Event delivery and administration
- Experience of record keeping and reporting
- Proven experience of working with administrative digital systems

Essential skills and abilities

- Ability to work efficiently and prioritise multiple work areas
- Excellent planning and organisational skills.
- Excellent communication skills both written and verbal
- Excellent administrative and data management skills
- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Flexible and conscientious approach to work.
- Creative thinking and ability to forward plan
- Competent user of Microsoft Office, specifically excel.
- Ability to minute take and capture actions at online and in person meetings.

Desirable knowledge or experience

- Experience of operating or competing within international sport environments
- Understanding of Higher Education sport structures
- Interest and passion for international sport
- Minimum of 1-2 years working at coordinator level or equivalent.