



JOB DESCRIPTION

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| Title | Event Manager |
| Employer | British Universities and Colleges Sport (BUCS) |
| Department | Delivery Directorate |
| Manager | Head of Events |
| Place of work | BUCS office, 20-24 Kings Bench Street, London – flexible working options |

Main purpose of role

The purpose of this role is to manage and deliver a successful programme of events across the BUCS sporting programme. Ensuring effective relationship management with key stakeholders to deliver high quality events to our member institutions and their students. This role also supports the Head of Events where appropriate and provides line management for two event coordinators.

Main duties and responsibilities

- Deliver individual and team events, including some which are part of the BUCS Big Wednesday and BUCS Nationals events
- Manage all operations related to event delivery - including but not limited to, all pre-event planning, on the day event delivery, and post-event review and future development
- Create and maintain relationships with external suppliers - including venue contacts, sub-contractors, professional services, and any other providers
- Create, monitor and progress event timetables and plans to ensure timely decision making and delivery of excellent events for BUCS members
- Ensure entries are received and processed in good time, ensuring sufficient time is allowed for all pre-event draws/seeding etc. to take place and information to be published
- Develop individual event planning documents and any associated risk management documents
- Support the BUCS Head of Events in organising BUCS Big Wednesday, BUCS Nationals and any other major events as necessary
- Recruit and manage volunteers at events
- Manage individual event budgets and oversight for line reports budgets, ensuring accurate budget management throughout the season
- Actively work to increase the quality of events by seeking feedback on student experience and identifying areas for improvement
- Manage national governing bodies (NGBs) and Event Management Groups (EMGs) relationships for each sport
- Work with NGBs and EMGs to annually review regulations and entry requirements

- Support sports through the Sport Review Cycle, when appropriate
- Work with the Engagement and Commercial Departments to ensure all sponsor, marketing and media/broadcast activities take place as agreed

Other Management Responsibilities

- Lead on the creation, implementation & review of event processes and projects
- Take a leading, influential role within the event team, providing support and guidance to line reports
- Ensure accurate financial management including reporting and reforecasting budgets where appropriate
- Ensure appropriate and adequate training undertaken for line report(s) and that consistent and appropriate management techniques are employed
- Represent the views of event team on business wide projects, contributing constructively to the development and enhancement of them
- Support wider team with on the day event delivery as/when required

General

- To undertake other duties, activities and responsibilities as required in the delivery of BUCS business
- Promote at all times equality of opportunities for staff, volunteers and visitors in accordance with BUCS Equality Policy

External relationships

- BUCS member institutions
- Event volunteers and officials
- Event Management Groups (EMGs)
- National Governing Bodies (NGBs)
- External contractors
- Event sponsors
- Event media and broadcast partners

Other

This role will involve weekend and evening work as well as overnight stays at BUCS events (all reasonable expenses will be reimbursed)

The successful applicant must hold a clean driving licence (over 3 years) and be a confident driver

Notice period: 2 months



PERSON SPECIFICATION

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Experience and knowledge (essential unless marked)

1. At least 2 years practical experience of professional event delivery
2. Strong understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships
3. Experience of managing complex event timelines and planning processes
4. Experience of working with multiple stakeholders to deliver successful events
5. Experience of event support services, including media, catering, volunteer activity and commercial activity
6. Knowledge of key event planning documents and other communication tools
7. Experience of managing complex event budgets and knowledge of financial processes and procedures
8. Experience of delivering good customer service
9. Experience of line management (desirable)
10. Experience of commercial relationships (desirable)
11. Experience of implementing policies (desirable)

Skills and abilities (essential unless marked)

12. Planning and organisational skills
13. Problem solving and adaptability
14. Good people skills, ability to negotiate
15. Ability to self-manage/self-motivate
16. Ability to lead teams of staff and volunteers
17. Ability to prioritise activities
18. Ability to multitask
19. Good communication skills (both written and oral)
20. Strong focus on the provision of customer service