

ROLE DESCRIPTION – BUCS NATIONALS EVENT STAFF

Event Dates	12 – 14 February 2027
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 2027. This year will see six sports compete for medals over the weekend. With an estimated 4,300 students, we aim to build on the success of previous years by creating an exceptional student experience.

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 Tuesday 2 February from 2-3:30pm (virtually) and be available for pre-event set up & onsite orientation by lunchtime on Thursday 11 February.

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

ROLE DESCRIPTION

Pre-Event:

As a key member of the event workforce, you will play an integral role in preparing for the successful delivery of BUCS Nationals by:

- Attending the pre-event staff briefing (virtually)
- Liaising with the BUCS Event Leads to ensure readiness for the event

Event Delivery Responsibilities

Working as part of a dynamic and professional event team, you will contribute to the delivery of the event by:

- Supporting event setup, operational delivery, and de-rig
- Providing excellent customer service to BUCS members, officials, volunteers, competitors, and medical personnel throughout the event

- Working collaboratively with colleagues to ensure competitions are delivered safely, efficiently and to the highest possible standard
- Acting as a positive and professional ambassador for BUCS at all times

KEY RESPONSIBILITIES

- Assisting the Event Lead with the smooth operational delivery of a Nationals sport
- Undertake a range of event management tasks, including registration, results management, volunteer coordination, and the use of sport-specific event software
- Collaborating closely with Event Leads across multiple sports to support the wider success of the event
- Providing support to Event Leads to support competition operations, including ensuring events run to schedule
- Participating in daily operational debriefs, contributing feedback, observations and key learnings to support continuous improvement
- Responding professionally and efficiently to queries from participants, volunteers, officials and stakeholders
- Undertaking additional duties as reasonably required by the BUCS Event Team to support the wider successful delivery of the event

DESIRABLE QUALIFICATIONS/ EXPERIENCE

- A strong understanding of the UK university sporting landscape and competition structures
- Previous experience in an operational role at a regional or national sporting event
- Experience working within a multi-sport event environment
- An existing and positive working relationship with BUCS staff
- Knowledge of BUCS operational processes, procedures, and governance frameworks

PERSONAL ATTRIBUTES

We are seeking individuals who are enthusiastic, professional, and motivated by delivering exceptional sporting events. Successful candidates will demonstrate:

- The ability to work effectively both independently and as part of a collaborative team
- Excellent interpersonal and customer service skills, with a commitment to providing a positive participant experience
- A flexible, proactive, and solution-focused approach to work
- Strong organisational skills and attention to detail
- Professionalism, integrity, and reliability at all times
- The ability to remain calm, adaptable, and effective in a fast-paced, high-pressure event environment
- A positive attitude, strong work ethic, and willingness to take initiative
- Excellent communication skills and confidence engaging with a wide range of stakeholders

APPLICATION PROCESS

Candidates should complete their application via Microsoft Forms by Friday 4 December 2026 at 5pm.

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 have support from their Head of Sport (or equivalent) committing them 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.