

# BUCS BIG WEDNESDAY 2022

## Staff Role Description

Wednesday 23 March 2022



British Universities & Colleges Sport (BUCS) are looking to appoint staff to be part of the event team running BUCS Big Wednesday in 2022. The event will take place at the University of Nottingham.

*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.*

The BUCS Big Wednesday team will have the overall aim of ensuring that the event is run to its highest standards ensuring teams across all 16 sports have the best sporting experience throughout the event.

The successful applicant will take on the role for one BUCS Big Wednesday, from appointment through to conclusion of the event.

BUCS Big Wednesday is the culmination of our team sport league programme and the event will see over 60 of the UK's top university teams head to Nottingham to compete for Championship and Trophy titles in 16 sports – American Football, Badminton, Basketball, Fencing, Football, Hockey, Lacrosse, Netball, Rugby League, Rugby Union, Squash, Table Tennis, Tennis, Volleyball, Water Polo and Wheelchair Basketball.

The role will require full availability on Tuesday 22 March for pre-event set up and Wednesday 23 March for BUCS Big Wednesday event duration. The successful candidate will need to be available to attend the pre-event briefing, likely virtual in February and an onsite briefing the day you arrive at the event.

It is anticipated that an appointment will be made on the basis of the written submissions, with an interview taking place only if required.

### ***Role Description***

#### Pre-Event

- To attend the staff briefing (virtual)
- To liaise with the Events team and other BUCS personnel as required
- To participate in pre-event planning where appropriate

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

- To support the event team with sport and 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 personal during the event.
- To work with and as part of the BUCS team to ensure the event is run at the highest standard.



**Applicants are requested to apply for the following role based on their previous event experience:**

### **EVENT ASSISTANT**

- To assist in one or more of the following areas: sport, registration, results, presentations, media and/or volunteer management.
- To liaise with event leads for different sports/areas
- To liaise with the venue staff on venue operations where appropriate
- To support the event leads for sports in the running of the competition
- To provide administrative support to the Event Team as required
- To undertake other duties as designated by the Head of Events
- Reporting to: Head of Events (pre and during event)

### **PERSON SPECIFICATION**

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 individually
- Ability to respond to queries in a timely manner
- Flexible and conscientious approach to work
- Professional
- Honest
- Work effectively in a high-pressure environment

### **Remuneration**

This is a voluntary position, although travel and subsistence costs will be paid (where appropriate and not otherwise provided).

## APPLICATION PROCESS

Candidates should send a covering letter to Jo Smith, BUCS Head of Events – [jo.smith@bucs.org.uk](mailto:jo.smith@bucs.org.uk) by Monday 6 December 2021.



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

Candidates from BUCS member institutions should please provide a letter of support from the Head of Sport 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 both pre-event and in-situ.

Within the covering letter, it is requested that candidates provide the following specific information:

- Why you feel you are best suited to this role
- What strengths you feel you will bring to the BUCS Team
- How you feel undertaking this role will contribute to your personal and professional development (with specific reference to your current role at BUCS or a BUCS member institution)
- How you feel undertaking this role will be of benefit to BUCS or a BUCS member institution

Please contact Jo Smith [jo.smith@bucs.org.uk](mailto:jo.smith@bucs.org.uk) with any queries.