

BUCS NATIONALS 2022

Staff Role Description

18 - 20 February 2022



British Universities & Colleges Sport (BUCS) are looking to appoint staff to be part of the event team running BUCS Nationals in 2022.

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 Nationals team will have the overall aim of ensuring that the event is run to its highest standards ensuring competitors across all 5 sports have the best sporting experience throughout the event.

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

BUCS Nationals will consist of 4000+ participants from over 150 member institutions, on Friday 18 February until Sunday 20 February 2022 in Sheffield and across 5 individual sports – Athletics, Badminton, Climbing, Fencing and Swimming.

In addition to the Nationals event duration and pre-event set up period (Thursday 17 February – Sunday 20 February), the successful candidate will need to be available to attend the pre-event briefing, likely virtual, in January 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 to the highest standard.



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

EVENT ASSISTANT:

- To assist the event lead for either Athletics, Badminton, Climbing, Fencing or Swimming
- 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 liaise with the venue staff on venue operations where appropriate
- 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.

Reporting to: BUCS Head of Events & BUCS Event Manager (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 cover letter to Jo Smith, BUCS Head of Events – 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 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.

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 University)
- 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 with any queries.