## BUCS Trampoline Event Management Group (EMG)

## Event Manager (x2) – Job Description

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| **Organisation** | British Universities & Colleges Sport (BUCS) |
| **Role Title** | Event Manager (x2 roles available) |
| **Remuneration** | Voluntary Role - Reasonable Expenses reimbursed. |
| **Reports to** | Event Management Group Chair |
| **Commitment** | Virtual meetings (Held in the evenings) across the year, with more frequent meetings in the lead up to the event. Attendance at the BUCS Trampoline & DMT Championships is also required (Thursday – Sunday inclusive). |
| **Term of Office** | July 2024 onwards (reviewed annually) |

**Role Purpose:**

To work on the Event Management Group (EMG) with organising and delivering the BUCS Trampoline and Double Mini Trampoline (DMT) Championships.

**Main Duties and Responsibilities:**

* Reviewing and improving the BUCS competition rules and structure to be in line with national/international competition standards
* Aid with sourcing the products and services required for the event
* Furthering the sports offering for university students, through your contacts in the sport.
* Attend the BUCS Trampoline & DMT Championships, helping with the event set up and set down and the general and timely running of the event.
* Liaise effectively with the EMG and the BUCS Event Coordinator to ensure that all stages of the event planning process are completed effectively and efficiently.

**Skills Required:**

* Have experience in the running of trampolining competitions
* Have expertise in areas of the sport such as competing, judging, or coaching
* Good communication skills
* Be prepared to meet virtually throughout the year, with frequent meetings during the run up to the event weekend
* Ability to operate effectively on a Group
* Knowledge of the HE sports sector is desirable

**Key Relationships:**

**Internal:** BUCS Sports Lead & BUCS EMG members

**External:** National Governing Bodies & BUCS Member Institutions & University teams

**Application:**

To apply, please submit a cover letter (no more than one side of A4) detailing:

* Why you wish to be part of the BUCS Trampoline EMG
* The experience and skills you have in the areas outlined above
* Any other relevant information that you believe makes you a great fit for our Trampoline EMG!

**There are two roles available. To apply, please email your cover letter to Chris Lamb – Event Coordinator for Trampoline (**[**chris.lamb@bucs.org.uk**](mailto:chris.lamb@bucs.org.uk)**)**

**Closing date for applications: Friday 10th May 2024 at 17:00pm**