

# JOB DESCRIPTION

<b>Title</b>	GB Students Deputy Chef de Mission
<b>Employer</b>	British Universities and Colleges Sport (BUCS)
<b>Team</b>	GB Students
<b>Manager</b>	International Performance Manager (BUCS), Chef de Mission (GB Students), Deputy Chef de Mission (GB Students)
<b>Place of work</b>	Remotely during pre-Games with requirement for medical provision preparations at the BUCS Office (20-24 King's Bench Street London, SE1 0QX) where necessary. Multi-site village model in Germany.
<b>Main purpose of role</b>	<p>British Universities &amp; Colleges Sport (BUCS) is seeking to appoint a Deputy Chef de Mission (Deputy Head of Delegation) to assist the Chef de Mission in the management and delivery of the GB Students delegation due to compete at the Winter World University Games in 2025.</p> <p>The successful applicant will take on the role for two World University Games cycles, from appointment through to the end of the Games subject to review following Torino 2025 dependent on performance. It is intended that the successful applicant will be of a calibre to potentially undertake the role of Chef de Mission at future Games.</p> <p>The FISU Winter World University Games are staged biennially as a celebration of international university sports and culture. The FISU Winter World University Games is considered one the largest multi-sport Winter Games in the world to the Winter Olympics. The Games represent an experience comparable to an Olympic, Paralympic &amp; Commonwealth Games in terms of scale, village life and competition format.</p> <p>The next Games are due to be held in Torino, Italy between 13-23 January 2025. In addition to Torino, the four municipalities in the region will host the Games: Bardonecchia, Pragelato, Torre Pellice and Pinerolo.</p> <p>It is anticipated that the United Kingdom of Great Britain and Northern Ireland will send a delegation of around 75-100 to the FISU Winter World University Games 2023.</p>

## MAIN DUTIES AND RESPONSIBILITIES

### **Pre-Games (shall include but not be limited to):**

- To participate within regular meetings (in-person or via Teams) as a member of the GB Students Senior Leadership Team, offering constructive opinion and support for the overall delivery of the delegation as part of the GB Students Torino 2025 footprint.
- To work closely as part of the GB Students SLT with the BUCS International Performance Manager in the detailed planning for the 18 months in advance of the Winter World University Games.
- To work with the Chef de Mission and BUCS International Performance Manager to recruit a diverse team of HQ Staff to be deployed during the World University Games.

### **Games Time (shall include but not be limited to):**

- To lead and provide high quality leadership to all athletes during their preparation and competition phase and the whole duration of the World University Games.
- To establish and build relations with the Organising Committee and support structures to cascade all relevant information to GB Students SLT, HQ and National Governing Body medical staff.
- To provide support as a trusted ally of the Chef de Mission and deputise as required
- To assist in the delivery of Chef de Mission & Team Managers' meetings
- To input on and act in accordance with Incident Management Reporting
- To support the delegation planning and logistics to create a high-performance environment
- To be the main point of contact for Team Managers in respect of sports-specific issues
- To promote drug-free sport and have a working knowledge of UKAD best practice and The Code (WADA)
- To contribute to pre-event educational resources and materials designed to support delegates.
- To encourage the support of GB Students athletes during competition by other members of the delegation
- To lead and support sports appeals and sports disciplinary issues (if required)
- To act and meet requirements in accordance with the official FISU regulations.
- To undertake other duties as delegated by the Chef de Mission as appropriate
- To implement and act in accordance with BUCS policy, procedure and priorities in liaison with the BUCS International Performance Manager
- To participate in pre-event planning of equipment and supplies in conjunction with the Chef de Mission and BUCS International Performance Manager
- To produce a detailed post-event report, in conjunction with the Chef de Mission and BUCS International Performance Manager

The successful candidate will play an active role in the pre-Games planning and organisation of the GB Students Delegation

## **WORKING HOURS**

Working hours will be as required to fulfil the role and the significant fluctuating demands throughout the World University Games. The post-holder will be required to acknowledge this and work in a flexible manner to accommodate all requests where appropriate.

## **SPECIAL REQUIREMENTS**

DBS check up to date and full driving licence.

## **RELATIONSHIPS & INTERFACES**

Report directly to the GB Students Chef de Mission and BUCS International Performance Manager. Work closely with the Chief Medical Officer, Chief Physiotherapist, HQ Staff, NGB Staff at Games, including Team Leaders and support staff.

## **ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS**

- An effective manager in a high-performance sports environment with a proven track record of successfully leading teams and/or groups
- An understanding, knowledge and awareness of University sport and the Higher Education sector within the UK's high-performance structure
- Able to demonstrate a detailed understanding of the needs of high-performance competitors and officials both before and during international competition
- An effective administrator who has experience producing planning documents and reports
- An effective logistical operator with experience of leading and delivering support services in a high-performance environment

## **DESIRABLE EXPERIENCE, KNOWLEDGE AND SKILLS**

- Demonstrated a proven commitment to BUCS and university sport
- Previous work within the international university sport programme including WUGs, EUGs, EUCs
- Previous work at similar multi-sport Games including EYOF, YOG, EOG, OG, CWG
- Previous work at Winter multi-sport Games including WWUGs, WO, EYOF
- Current UKAD Accredited Educator certification
- MHFA Mental Health First Aider

## **OTHER INFORMATION**

Appointments will be made subject to References.

The post-holder will act in accordance with the BUCS Team Members' Agreement and Code of Conduct.

## REMUNERATION

This is an honorary position, although reasonable travel and subsistence costs will be paid (where not otherwise provided).

## APPLICATION PROCESS

Candidates can apply by sending their CV and Cover Letter to BUCS International Performance Manager, Marc Forrest ([marc.forrest@bucs.org.uk](mailto:marc.forrest@bucs.org.uk))

The deadline for applications is November 30 2023 (11.59pm)

Please contact BUCS International Performance Manager, Marc Forrest ([marc.forrest@bucs.org.uk](mailto:marc.forrest@bucs.org.uk)) if you have any questions in relation to your application.