

ROLE DESCRIPTION – BIG WEDNESDAY EVENT STAFF

Event Dates	19 - 20 March 2024
Location	Loughborough University
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 Big Wednesday in 2024. Returning to Loughborough University for the first time since 2015, it is set to be a two days of nonstop sport encompassing 57 finals!

BUCS Big Wednesday is the culmination of our team sport league programme and the event will see 114 of the UK's top university teams head to Loughborough to compete for Championship, Vase 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 successful applicant will take on the role for this one standalone event and will be part of the BUCS Big Wednesday team who have the overall aim of ensuring that the event is run to its highest standards ensuring all 1,800 competitors across 16 sports have the best sporting experience.

The role will require all day availability on Tuesday 19 March for pre-event set up and Wednesday 20 March for the duration of the day. Due to the late finish on Wednesday, accommodation is offered, enabling the successful candidate to return home Thursday morning. The successful candidate will need to be available to attend the pre-event briefing, likely virtual, in February and onsite orientation the day you arrive at the event.

ROLE DESCRIPTION

Pre-Event:

- To attend the staff briefing (virtually)
- To liaise with the Events team and other BUCS personnel as required

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

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

EVENT ASSISTANT ROLE DESCRIPTION

- 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 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

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 independently
- Ability to respond to queries with customer service at the forefront
- Flexible and conscientious approach to work
- Professional
- Honest
- Work effectively in a high-pressure environment

APPLICATION PROCESS

Candidates should complete their application via Google Form by Friday 8 December 2023.

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 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.

External applicants should apply via [this Google Form](#).

Queries regarding this role should be directed to Alice Robinson, BUCS Head of Events, alice.robinson@bucs.org.uk.