

Title	Head of Events (Strategic) 0.6 FTE (Maternity Cover)
Employer	British Universities and Colleges Sport (BUCS)
Team	Events / Delivery Directorate

Main Purpose

As BUCS builds on its proud history of providing excellent sporting opportunities and experiences that inspire, develop and unite for its members and students, we are looking for exceptional people to help shape our future. We provide a thriving professional environment for all involved, inspired by our mission and values. Our values of inclusion, respect, innovation and dynamic will help us to further improve the community for all that work here and for everybody that chooses to engage in our programmes.

Our mission to embed sport and active wellbeing at the heart of student experience must be underpinned and enabled by strong strategic partnerships and strong and inclusive foundations of excellent people.

We are now looking for an exceptional individual to join the team in the role of Head of Events with a strategic focus to lead on 3 key areas over a 12-month period.

- You will continue leading a strategic review of our events programme.
- You will work with the Governance and HR team to review, develop and implement our policy and procedures for the events team and programme.
- You will work in collaboration with the Digital and Engagement team to ensure the development of the BUCS Play system is functional and complementary to the events team's needs.

Alongside this you will take responsibility for associated finances and have direct line management of the Events Manager, ensuring you guide them and their team in collaboration with the Head of Events (Operations) through the delivery of the events programme.

You will be an experienced Events professional with proven experience to undertake strategic review as well as leading multi-sport events programmes.

MAIN DUTIES AND RESPONSIBILITIES

- Lead the strategic development of BUCS Sports Events Programmes
- Undertake a thorough strategic review of the events programmes in collaboration with internal staff, members and appropriate partners. Including but not limited to:
 - Continuing the work started on the event review and lead on implementing associated actions
 - Addressing current strategic priorities in specific sports within current event programme
- Work proactively to develop and sustain relationships with relevant NGB's and other agencies to continue the growth and development of the events programmes where appropriate following the review.
- Work collectively with the Head of Events (Operations) and take responsibility for effective

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financial management of the events team budgets.

- Provide leadership and line management direction and support for all team members.
- Work with the Head of Competitions and Performance to support any events-based work that derives from the Sport Review process and from the Competitions Group.
- Ensure the development and growth of the events programme is aligned to the wider BUCS strategy.
- Represent the events team across the organisation as a member of the Management Team
- Strategically lead the relationship with the Digital and Engagement team to deliver media and PR requirements / support for the events team.
- Collaboratively work with the Digital and engagement team to ensure all developments and any necessary changes to BUCS Play are aligned to the needs and demands of the events team.
- In partnership with the HR and Governance teams, review, develop and implement and be responsible for a revised safeguarding policy, procedures and staff training in support of the events programme.
- Continually work with the membership to seek and improve the feedback with reference to the events programme.

Other

- Where required, represent BUCS and engage with member working groups and external organisations on strategic event-related matters.
- Provide support to the rest of the BUCS staff events team.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS.
- Attend and support the wider team at major events.

PERSON SPECIFICATION

EXPERIENCE

- Significant experience of managing large scale, national, multi-sport events at a senior level
- Understanding of sport structures and development event schedules
- Experience of undertaking strategic reviews of projects and programmes and implementing change
- Experience of managing budgets
- Experience of risk management
- Experience of utilising event management systems

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- Evidenced experience of line management of staff
- Experience of working in a membership organisation
- Experience of managing a diverse range of professional partnerships and evidence stakeholder relationship management.

Knowledge and Skills

- Excellent planning and organisational skills
- Ability to think and work strategically
- Ability to think logically, consistently and utilise clear decision-making processes
- Knowledge of safeguarding policy and procedures for sport and events
- Relationship management (good people skills and ability to negotiate)
- Crisis management skills
- Stakeholder management – ability to work with a variety of partners and stakeholders
- Ability to self-manage/self-motivate, work independently and as part of a team
- Ability to prioritise effectively
- Ability to develop creative solutions to complex problems
- Excellent communication skills both written and verbal
- Good administrative and data management skills
- Strong focus on the provision of customer service

Desirable knowledge or experience

- Passion for sport and events
- Experience of working within the Higher Education and / or Sports sector.
- Ability to travel across the UK and to work evenings and weekends as required.
- Experience of working within a membership organisation.
- Safeguarding qualification
- First aid qualification