



JOB DESCRIPTION

Title	American Football Coordinator
Employer	British Universities and Colleges Sport (BUCS)
Team	Delivery Directorate
Contract	Full-time, fixed term role for 18 months
Place of work	London based head office (Flexible work considered but some London office-based time essential)

Main purpose of role

The purpose of this role is to oversee and enhance the BUCS American Football programme. Acting as the key contact to all affiliated 80+ institutions and national partners including but not limited to BAFA (British American Football Association) and the NFLUK. The role holder will be expected to ensure that a high-quality service is provided to all stakeholders, and that opportunities for growth and enhancement of the game are maximised.

The American Football Coordinator will also be responsible for continually reviewing and developing the BUCS American Football offer with a focus on flag football, female participation, match officials and coach education.

This is initially a fixed term role for 18 months.

Main duties and responsibilities

1. In conjunction with the National Competitions Coordinator and BAFA's BUCS Competition Commission Lead, continuously support and review the BUCS League and Knockout offer inclusive of assessing league entries, forming of programme structures and coordinating final deadlines on BUCS Play.
2. Support the Sport Advisory Group (SAG), BAFA and the membership, with taking American Football through the BUCS Sport Review process, focussing on potential development opportunities within the game such as Flag Football.
3. Coordinate frequent interaction between the Sport Advisory Group, BAFA, NFL, and the wider BUCS Competition Team and be the lead point of contact for all BUCS American Football queries directed to the BUCS Executive.
4. Collect data and insight around flag football, female participation, match officials and coach education to inform future objectives.
5. Support the BUCS American Football Sport Advisory Group with the annual Rules and Regulations Review process.
6. Support all budgeting, forecasting and reporting processes as agreed with BAFA and BUCS.
7. Provide advice and assistance to institution members regarding compliance processes, whilst leading on the annual BAFA Affiliation process.
8. Lead the management, communication, and delivery of key events such as the National Championship and Trophy Finals at BUCS Big Wednesday.
9. Support the introduction of an annual BUCS American Football Conference. This would include aiding in the development of appropriate content for student athletes and coaches.
10. Guide and inform BAFA on the progress of their 10-Year Vision in regard to HE American Football, by supporting the development of BAFA's University Participation & Playing Strategy.

11. Work with BUCS Engagement team to help raise the profile of HE American Football across key stakeholders showcasing the success of individuals, initiatives and/or institutions.
12. Work with the BUCS Commercial team to develop mutually beneficial partnerships that support the development of American Football and BUCS led initiatives.

General:

1. To undertake other duties, activities and responsibilities as required in the delivery of BUCS business.
2. This role will involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions and priority partners.

PERSON SPECIFICATION

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Essential Skills / Experience

- Experience of managing stakeholders
- Outstanding communication, influencing, negotiation and interpersonal skills
- The ability to work under pressure and manage tight deadlines
- The ability to problem solve
- Strong communication skills (both verbal and written)
- Experience of profiling and engagement
- Effectively managing budgets
- Evidence based monitoring and evaluation
- IT literate and proficiency in Microsoft Office products (Word, Excel, PowerPoint etc.)

Desirable Skills / Experience

- An Understanding of BAFA's 10-Year Vision
- An understanding of the participant journey in American Football through Higher Education sport
- An understand of the American Football and BUCS Competition Structure
- Data analysis and interpretation
- Experience in a leadership position
- An understanding of commercial partnerships