

Title International Student Sport Coordinator
Team International / Delivery Directorate
Manager Head of International Student Sport



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

To lead on the coordination and administration of all International and GB Student sport events, including (but not limited to) the European Universities Games and Championships, GB Students' representation at the FISU World University Games, FISU World University Championships, and other international educational activities.

The role will also maintain positive partnerships with key sports governing bodies and federations, while helping to enhance the profile and awareness of the International programme, ensuring the effective planning and successful delivery of all associated events and initiatives.

Main duties and responsibilities

Events and Project Coordination

- Lead on the coordination, forward planning, and implementation of an annual calendar and project plan to ensure the effective and efficient administration of all student sport international events.
- Be responsible for all administrative tasks associated to the coordination (pre, during and post-delivery) of international student sports events.
- Enable and facilitate all BUCS members and student athlete entry processes.
- Be responsible for and oversee all digital administration systems and processes.
- Coordinate the safe data collection and management of student athletes, volunteers and staff for associated international student sports events and programmes.

Operations

- Lead on the administration and liaison with international organising committees for general queries and logistical and operational information.
- Be the central expert and go-to resource for all international event management registration processes, systems and data operations.
- Coordinate all athlete and delegation staff logistics associated with all international student sport events, including but not limited to the bookings of travel, accommodation, accreditation and criteria checks.
- Ensure regular familiarisation with all international student sport associated rules and regulations.

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- Work collaboratively with the governance team to implement and maintain appropriate policy and procedures to support the delivery of safe International Student Sport, including but not limited to: Codes of Conduct, Rules and regulations, Crisis Management Plans.
- Organise and be responsible for the international student sport general email inboxes.
- Support the Head of International Student Sport with financial processes and associated financial tasks, always adhering to policy process.
- Coordinate BUCS International student sport meetings, preparing agendas, diary bookings, minutes and actions.

Partnerships and Stakeholders

- Manage and develop effective relationships with BUCS members, including student athletes and institutional administrators, to educate, enable, and support engagement in international student sport opportunities.
- Liaise and maintain professional relationships with composite sport leads at National Governing Bodies to coordinate and support the delivery of international student sport.
- Support effective relationships with BUCS volunteers; including, IAG members, Team Leaders, World University Games Leadership teams.
- Work with all equipment and kit suppliers to ensure timely ordering and delivery of associated equipment for all international events.
- Collaborate with the Digital and Engagement Team to implement a plan that positively profiles international student sport, including content creation for BUCS' website and digital channels.
- Provide administrative support for BUCS staff and volunteers attending international meetings, governance and development events.

Other

- Undertake other tasks that are commensurate with the role as required.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS operations.
- Conduct duties and responsibilities always in compliance with BUCS policies.
- Support any student volunteers working within the department.
- Deputise for the Head of International Student Sport.

This role may involve weekend and evening work as well as some overnight stays at domestic and international events (all reasonable expenses will be reimbursed).

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Proven ability to forward plan, prioritise, and manage multiple projects, deadlines or workloads effectively.
- Proven experience in administration and data management.
- Experience in project and events across coordination, delivery, and administration.
- Experience of record keeping, monitoring, and reporting.
- Proven experience of working with digital administrative, event entry and information management systems.

Essential skills and abilities

- Ability to work efficiently and manage multiple priorities effectively.
- Experience of operational and logistical delivery of events, ideally sporting
- Excellent coordination, planning and organisational skills.
- Excellent written and verbal communication skills.
- Strong administrative and data management skills.
- Ability to think logically, analyse information, act proactively and dependently, with a solution-focused approach.
- Good people skills, with ability to work effectively both independently and as part of a team, both remotely and in-person.
- Creative thinker with the ability to forward plan and anticipate needs of the department.
- Self-aware, curious, and actively seeks feedback to improve own performance and outcomes.
- Flexible and conscientious approach to work.
- Ability to take accurate minutes and capture actions at both online and in-person meetings.
- Competent user of Microsoft Office, particularly Excel.

Desirable knowledge or experience

- Experience of working, operating, or competing within international sport environments.
- Understanding of Higher Education and student sport structures.
- Knowledge of university structures, sport delivery models and NGB competition structures.
- Interest in and passion for international sport.
- At least 1–2 years' experience in a coordinator-level role or equivalent.