

<b>Title</b>	National Competitions Manager (Maternity Cover)
<b>Team</b>	Competitions
<b>Manager</b>	Head of Competitions



## 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 collectively enable more students to be more 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 oversee and enhance the delivery of the BUCS National Competitions Programme, ensuring that it remains fit for purpose and responsive to the diverse needs of student-athletes.

This role involves managing the day-to-day operations of league and knockout programmes, fostering respectful partnerships with stakeholders such as National Governing Bodies (NGBs) and Sport Advisory Groups (SAGs), and leading the continuous development of inclusive, innovative, and dynamic competition structures.

You will also ensure that competition management systems are maintained and enhanced to support the evolving needs of members, while contributing to the strategic aims of BUCS.

### Main Duties and Responsibilities

#### National Competitions Programmes

- Manage the day-to-day delivery of the BUCS League and Knockout programmes, ensuring they remain fit for purpose.
- Support the BUCS Head of Competitions with the implementation and continual renewal of the Competition Landscape Review to enhance structures and the overall student experience.
- In collaboration with BUCS Head of Belonging, explore opportunities to diversify our League and Knockout Programmes to offer an inclusive environment to meet the demands of current and future students.
- Develop and manage key deadlines and processes for the league and knockout competition programmes.
- Collaborate with the BUCS Digital team to maintain and enhance the BUCS Play competition management system, ensuring it services the needs of the programmes for both BUCS staff, members and students.
- Conduct detailed reports and data analysis to support the monitoring, evaluation, and development of National Competition programmes.
- Support the BUCS Digital Projects team with development projects linked to BUCS Play to ensure the requirements of the competition programme are recognised.
- Work with the BUCS Governance and Compliance team to assess, enforce, and review competition Rules and Regulations to enable safe sporting environments.
- Work collaboratively with the events team ensuring the alignment of National Competitions with major events such as BUCS Big Wednesday.
- Work in partnership with the Data and Insight team to understand the demographic detail within our current programmes and identify areas of opportunity or future growth.

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- Ensure clear, transparent processes are established for the management and adjustment of league and knockout competition structures.
- Oversee the development of all membership training materials as required, promoting an innovative and supportive learning environment for all members.

### **Partnerships and Member Support**

- Lead the Competitions Group and subsidiaries, ensuring decisions are made collaboratively and respectfully with stakeholders.
- Manage Sport Advisory Groups (SAGs) and associated Sports Stakeholder Groups, to drive forward relationships between staff and sports specific experts to enhance the competition programmes.
- Build and maintain effective relationships with NGBs to ensure successful delivery and growth of the associated sports and programmes within the HE sector.
- Represent BUCS professionally at Regions and Nations meetings and any other relevant member groups and committees.

### **Operations and Services**

- Manage processes to ensure the BUCS points allocation for league and knockout based programmes is correct and accurate on an annual basis.
- Oversee all communications, including website updates and direct emails to stakeholders.
- Provide leadership and line-management to the National Competitions Coordinator, Regional Competitions and Events Coordinator and Rugby League Coordinator.
- Support the Head of Competitions in managing the income and expenditure associated to the national competitions programme.

### **Other**

- This role will involve some weekend and evening work and overnight stays at BUCS events.
- Professionally represent BUCS at all times.
- Undertake any further duties as requested in alignment with the role.

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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 experience in coordinating multi-sport competitions.
- Experience of utilising competition management systems.
- Experience of process development (including annual review strategies).
- Experience of implementing change within sporting competition structures.
- Knowledge and experience in administrative tasks and data management.
- Understanding of sporting governance, rules and regulations.
- Knowledge of National Governing Bodies and their competition structures and player pathways.
- Knowledge of university structures and sport delivery models.
- Experience of financial and budgeting management.

### Essential skills and abilities

- Strong data analysis and problem-solving skills.
- Excellent planning and organisational abilities.
- Ability to prioritise tasks and meet competing deadlines.
- Effective communication skills, both written and verbal.
- Strong presentation skills (in-person and PowerPoint).
- Ability to develop creative solutions to complex problems.
- Proven ability to work independently and as part of a team.
- Commitment to delivering excellent customer service

### Desirable knowledge or experience

- Experience of working in a membership organisation.
- Experience of developing competition programmes i.e., fixture building, league programming.
- Experience of coordinating sports events.
- Ability to travel across the UK and to work evenings and weekends as required.
- Experience of working within the Higher Education and/or Sports sector.