

ROLE DESCRIPTION FOR EXPRESSION OF INTEREST

Title	Event Assistant
Employer	British Universities and Colleges Sport (BUCS)
Team	Event Team
Place of work	National - Various
Salary	Voluntary – reasonable expenses paid
Main purpose of role	We are looking for dedicated and enthusiastic individuals to join us and work with us on events. Working at BUCS events is hugely rewarding – you get to experience a variety of different sports and formats, and get to meet student athletes from across the country. If you fancy joining us and gaining fantastic experience, then read below.

ABOUT YOU

- We are looking for students on sport degrees in the field of sport event management, sport development and sport science or university staff members with a keen interest in delivering a variety of sports events alongside the BUCS Event Team
- You must be able to demonstrate a passion and interest in the events and higher education sector
- You will have the opportunity to work with our highly qualified and experienced event team
- You will possess excellent organisation, communication and interpersonal skills
- You will be able to provide proficient customer service to the BUCS membership
- You are a proactive individual who takes initiative and is a problem solver
- You enjoy working as part of a team
- You can be flexible with working hours and prepared for weekend work – as that's when we deliver events!
- You are able to commit to a minimum of two events in this academic year (all events can be found [here](#))

THE OPPORTUNITY

- Gain experience across event delivery in higher education sport
- Learn about and gain experience in delivering high quality, successful events
- Gain experience in event set up and de rigging
- Be a welcoming face at the event registration and information point
- Opportunity to work alongside the volunteer workforce
- Assist the tournament director in field of play areas
- Support technical team with results processing
- Contribute to the successful delivery of medal ceremonies
- Opportunity to learn about sport event presentation
- Tackling challenges as they arise

- We aim to train you to a high standard, and equip you with everything you need to know for delivering of an event at BUCS

EXPRESSION OF INTEREST

If you think this role is for you please make an initial application [via our online form](#). You will be asked to attach your CV. You will also be asked to answer the following application questions:

1. What interests you in the role?
2. What skills will equip you for the role?

Please note that interviews may be required.

Please submit applications by 5pm Friday 24 November 2023.

CONTACT

If you have any questions about this role please contact Alice Robinson on alice.robinson@bucs.org.uk

