

BRITISH UNIVERSITIES & COLLEGES SPORT

EQUESTRIAN EVENT MANAGEMENT GROUP

MEMBER REPRESENTATIVE - ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Member Representative
Remuneration	Voluntary Role
Reports To	BUCS Equestrian Event Lead and Equestrian EMG Chair
Commitment	Approximately 4 days per year (Quarterly meetings, held virtually)
Term of Office	Reviewed Annually.

ROLE PURPOSE

BUCS is looking to recruit an enthusiastic and motivated individual who will sit as a member representative for institutions competing in the BUCS Equestrian Programme. The Member Representative will present the voice and opinions of institutions / athletes within BUCS Equestrian, and act as an ambassador for the BUCS Equestrian programme.

MAIN DUTIES AND RESPONSIBILITIES

- Act as an ambassador for BUCS and the Equestrian programme.
- Establish relationships between BUCS and member institutions competing in Equestrian.
- Advise the BUCS Event Management Group (EMG) on all matters relating to institutions perspective of BUCS Equestrian.
- Help develop a strategic annual development plan encompassing institution feedback as one element of the plan.
- Attend all relevant EMG meetings and provide any updates on actions from previous meetings.
- Comply with the BUCS [Volunteer Code of Conduct](#).

KEY RELATIONSHIPS

EMG Chair, BUCS Equestrian Event Lead, National Governing Bodies, EMG members, BUCS member institutions, other external partners as appropriate.

APPLICATION

Please detail in your application any experience you have in the following areas;

BUCS Equestrian programme, BUCS, NGB relations, Coaching, Volunteering, Participation, or any other Equestrian or committee/ board experience.

This list is not exhaustive but is offered as a guide to help applications.

CLOSING DATE FOR APPLICATIONS

30th October 2026

HOW TO APPLY

Please send your application to Chris Lamb in the form of a covering letter (No more than 2 sides of A4 detailing the reasons why you are suitable for the role, including all relevant experience.

PERSON SPECIFICATION

Role: Member Representative – BUCS Equestrian Event Management Group

Requirements	Essential/ Desirable
Experience/ Knowledge	
Holds a role at a current BUCS member institution	E
A working knowledge of BUCS Equestrian	E
Working within voluntary committees	D
Understanding of developments within the wider Equestrian landscape	D
Good understanding of the HE sporting landscape	E
Skills & Abilities	
Proven advocacy capability	D
Excellent communication skills	E
Ability to think and act creatively	E
Time Commitment	
Approximately 4 SAG meetings per year (Essential)	1-3 hours per meeting (approx.)
Attendance at National Finals in June of each year (Desirable)	2-3 days