

BRITISH UNIVERSITIES & COLLEGES SPORT

SQUASH SPORT ADVISORY GROUP

SAG CHAIR - ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Chair
Remuneration	Voluntary Role
Reports To	BUCS National Competitions Manager
Commitment	Detailed here.
Term of Office	Reviewed Annually.

** For the 2025-26 season, it is recommended all SAG meetings remain virtual as there will be no budget available through BUCS to cover costs incurred at each meeting.*

ROLE PURPOSE

BUCS is looking to recruit an influential and knowledgeable individual to act as Chair of the Squash Sport Advisory Group (SAG). Applicants are welcome from both inside and outside of the HE sector, including but not exclusive to NGB officers, coaches, officials, students, and administrators with experience of the BUCS programmes. Applicants should refer to the person specification as to both the desirable and essential criteria related to this position.

The Chair will lead the SAG in the development of a sport specific delivery plan aligned to the BUCS strategy. It is expected that the Chair will act as an ambassador for BUCS, the Squash programme and establish relationships with key stakeholders. The SAG Chair will be responsible for monitoring progress against SAG objectives.

MAIN DUTIES AND RESPONSIBILITIES

- Act as an ambassador for BUCS and the sport programme
- Chair Sports Advisory Group (SAG) meetings
- Lead the development of SAG's annual delivery plan.
- Monitor progress against SAG objectives and lead on assigned area(s)
- Arrange SAG meeting dates and agenda items with the BUCS National Competitions Manager
- Arrange for meeting notes and/or minutes to be distributed to SAG members.
- Encourage transparent and open communication within the SAG.
- Establish relationship between BUCS and key stakeholders.
- To ensure all members of the SAG comply with the BUCS [SAG Code of Conduct](#)

KEY RELATIONSHIPS

BUCS National Competitions Manager, BUCS National Performance Manager, BUCS Event Lead(s), BUCS Head of Competitions, National Governing Body (NGB) representatives, SAG members, BUCS member institutions, other external partners as appropriate.

APPLICATION

Please detail in your application any experience you have in the following area's;

University Squash, BUCS, NGB space, Coaching, Umpiring, Sports Union, Volunteering, Participation, or any other Squash or committee/ board experience.

This list is not exhaustive, just offered as a guide to help applications. We would encourage anyone, even if you feel you don't have all the outline requirements, to still apply for this role if you feel you meet some of the necessary skills required. We are passionate about identifying potential talent and helping it to develop and thrive.

CLOSING DATE FOR APPLICATIONS

23:59 on Sunday 29 June.

HOW TO APPLY

Please send your application to maz.veater@bucs.org.uk in the form of a word document outlining the reasons why you are suitable for the role.

PERSON SPECIFICATION

Role: SAG Chair – BUCS Squash Sport Advisory Group

Requirements	Essential/ Desirable
Experience/ Knowledge	
Member of staff at a BUCS member institution	D
Extensive sport specific knowledge	E
Long term strategic planning and direction	E
Establishing stakeholder relationships	E
Working within voluntary committees	E
Understanding of developments within the wider sporting landscape	E
Understanding of HE sporting landscape	D
Skills & Abilities	
Proven advocacy capability	E
Excellent communication skills	E
Ability to motivate a team	E
Ability to think and act creatively	E
Time Commitment	
Approximately 4-5 SAG meetings per year	1-3 hours per meeting (approx.)
Attendance at key sport specific events	1-3 days
Other meetings, preparation, and general duties	4-5 days