

Title	GB Students Deputy Chef de Mission (Sport) / Deputy Head of Delegation
Employer	British Universities and Colleges Sport (BUCS)
Team	GB Students
Manager	Reporting to GB Students Chef de Mission / BUCS Head of International Student Sport
Team	CMO / Chief Physio and wider HQ team (Games time)
Place of work	Remotely during pre-Games with requirement for event preparations at the BUCS Office (20-24 King's Bench Street London, SE1 0QX), or other locations where necessary. Multi-site village model in Chungcheong, Korea.
Main purpose of role	British Universities & Colleges Sport (BUCS) is seeking to appoint a Deputy Chef de Mission (Deputy Head of Delegation) to assist the Chef de Mission in the management and delivery of the GB Students delegation due to compete at the FISU Summer World University Games in 2027. The successful applicant will undertake the role for two World University Games cycles, from appointment through to the conclusion of the Chungcheong 2027 Summer World University Games and the 2029 North Carolina Summer World University Games. Continuation beyond the Chungcheong 2027 Games will be subject to a satisfactory performance review. There is potential opportunity for the successful applicant to be considered for appointment as Chef de Mission at future World University Games, subject to organisational requirements and demonstrated leadership capability, experience, and continued strong performance.
Games Info	The FISU Summer World University Games are staged biennially as a celebration of international university sports and culture. The FISU Summer World University Games is considered one the largest multi-sport Summer Games in the world to the Summer Olympics. The Games represent an experience comparable to an Olympic, Paralympic & Commonwealth Games in terms of scale, village life and competition format. The next Games are due to be held in Chungcheong, South Korea between 1–12 August 2027 and Great Britain students will compete in a maximum of 18 sports at the Chungcheong Summer Games. It is anticipated that the United Kingdom of Great Britain and Northern Ireland will send a delegation of around 100–180 to the FISU Summer World University Games 2027.

MAIN DUTIES AND RESPONSIBILITIES

Pre-Games (shall include but not be limited to):

- To participate within regular meetings (in-person or via Teams) as a member of the GB Students Senior Leadership Team, offering constructive opinion and support for the overall delivery of the delegation as part of the GB Students Chungcheong 2027 footprint.
- To work closely as part of the GB Students SLT with the BUCS Head of International Student Sport in the detailed planning for the 18 months in advance of the Summer World University Games.
- To support the Chef de Mission and BUCS Head of International Student Sport to recruit a diverse team of HQ Staff to be deployed during the World University Games.
- To attend the Spring Heads of Delegation Meeting alongside the Chef de Mission, BUCS Head of International Student Sport, Chief Medical Officer and other relevant individuals for the purposes of preparation for the Summer Games.

- To assist in the induction and orientation of Team Managers and Coaches as part of the GB Students preparation programme.
- To attend and play an active role in the delivery of all Team Briefings, including the GB Students Briefing Meeting.
- To contribute to pre-event educational resources and materials designed to support delegates, including anti-doping awareness and welfare and safeguarding guidance.

Games Time (shall include but not be limited to):

- To lead and provide high quality leadership and motivation to all athletes during their preparation and competition phase and the whole duration of the Summer World University Games.
- To support the Chef de Mission in staffing management of the GB Students headquarters team, including scheduling and location mapping of support staff.
- To establish and build relations with the Organising Committee and support structures to cascade all relevant information to GB Students SLT, HQ and National Governing Body staff.
- To provide support as a trusted deputy of the Chef de Mission and deputise as required.
- To assist in the delivery of Chef de Mission & Team Managers' meetings.
- To represent GB Students at formal functions and ceremonial occasions as a senior member of the delegation.
- To input on and act in accordance with Incident Management Reporting.
- To support the delegation planning and logistics to create a high-performance environment.
- To be the main point of contact for Team Managers in respect of sports-specific issues.
- To promote drug-free sport and have a working knowledge of UKAD best practice and The Code (WADA).
- To contribute to pre-event educational resources and materials designed to support delegates.
- To encourage the support of GB Students athletes during competition by other members of the delegation.
- To lead and support sports appeals and sports disciplinary issues (if required).
- To help develop and monitor performance indicators for all participating sports.
- To act and meet requirements in accordance with the official FISU regulations.
- To undertake other duties as delegated by the Chef de Mission as appropriate.
- To implement and act in accordance with BUCS policy, procedure and priorities in liaison with the BUCS Head of International Student Sport.
- To participate in pre-event planning of equipment and supplies in conjunction with the Chef de Mission and BUCS Head of International Student Sport.
- To produce a detailed post-event report, in conjunction with the Chef de Mission and BUCS Head of International Student Sport.

The successful candidate will play an active role in the pre-Games planning and organisation of the GB Students Delegation.

WORKING HOURS

Working hours will be as required to fulfil the role and the significant fluctuating demands throughout the World University Games. The post-holder will be required to acknowledge this and work in a flexible manner to accommodate all requests where appropriate.

July – September 2026:

- Monthly meetings focussing on preparation planning for the Summer Games
- Review of previous event documentation
- Supporting recruitment of core staffing alongside Chef de Mission
- Timeline planning for policy and document creation
- Contribution to the overarching project plans, in collaboration with the International Student Sport team

September – December 2026:

- Monthly meetings relating to reviewing event regulations
- Supporting the International Department with operational tasks crucial for event preparation including reviewing travel options, kit, freight, transport and translation services
- Education of staff on the FISU Games experience
- Increase in momentum leading up to relevant event registration deadlines

January – July 2027:

- Bi-weekly meetings relating to event preparation to support entries
- Management of data and processes
- Supporting development of key Games time policies and procedures
- Supporting development of training materials for athletes and NGB Staff
- Contributing to the development of the Team Handbook

Noting this list is not exhaustive.

SPECIAL REQUIREMENTS

DBS check up to date and full driving licence.

RELATIONSHIPS & INTERFACES

Report directly to the GB Students Chef de Mission and BUCS Head of International Student Sport. Work closely with the Chief Medical Officer, Chief Physiotherapist, HQ Staff, NGB Staff at Games, including Team Leaders and support staff.

ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS

- An understanding of FISU, the mission and vision, and history of the FISU Summer Games.
- Experience of supporting the coordination and management of staff and personnel at a major multi-sport event.
- An effective coordinator / manager in a high-performance sports environment with a proven track record of successfully leading teams and/or groups.
- An understanding, knowledge and awareness of University sport and the Higher Education sector within the UK's high-performance structure.
- An effective administrator who has experience producing planning documents and reports.
- An effective logistical operator with experience of leading and delivering support services in a high-performance environment.
- Knowledge of an organising committee structure.

DESIRABLE EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a supporting or leading role at a FISU International University sport event or equivalent major multi-sport event, including EYOF, YOG, EOG, OG, CWG.
- Able to demonstrate a detailed understanding of the needs of high-performance competitors and officials both before and during international competition.
- Demonstrated a proven commitment to BUCS and university sport.
- Previous leadership within the international university sport programme including WUGs, EUGs, EUCs.
- Current UKAD Accredited Educator certification.
- MHFA Mental Health First Aider.

OTHER INFORMATION

Appointments will be made subject to References.

The post-holder will act in accordance with the BUCS Team Members' Agreement and Code of Conduct.

REMUNERATION

This is an honorary position, although reasonable travel and subsistence costs will be paid (where not otherwise provided).

APPLICATION PROCESS

Candidates can apply by sending their CV and Cover Letter to:

Leyanne Jenkins – BUCS Head of International Student Sport at gbstudents@bucs.org.uk

The deadline for applications is Friday 21st August 23:59hrs.

Interviews will be held across the following days, if you have any issues with availability across the below, please let us know on your cover letter.

Monday 7th September - AM

Thursday 10th September – all day

Any queries, please email us at gbstudents@bucs.org.uk