

ROLE DESCRIPTION – BIG WEDNESDAY EVENT STAFF

Event Dates	23 – 24 March 2027
Location	Loughborough University
Reporting to	BUCS Head of Events & BUCS Sport Leads
Remuneration	Voluntary - reasonable expenses paid
About	Please note that this role is available as a professional development opportunity to both internal BUCS staff, and individuals currently employed or engaged by a BUCS member University.

OVERVIEW

British Universities & Colleges Sport (BUCS) are looking to appoint staff to be part of the event team running BUCS Big Wednesday in 2027. Returning to Loughborough for the fourth year, it is set to be two days of nonstop days of sport encompassing 60 finals!

BUCS Big Wednesday is the culmination of our team sport knockout programme and the event will see 120 of the UK's top university teams head to Loughborough to compete for Championship, Vase and Trophy titles in 16 sports – American Football, Badminton, Basketball, Fencing, Football, Hockey, Lacrosse, Netball, Rugby League, Rugby Union, Squash, Table Tennis, Tennis, Volleyball, Water Polo and Wheelchair Basketball.

The successful applicant will be part of the BUCS Big Wednesday team, collectively working towards the overall aim of delivering the event to the highest standards and ensuring all 2,000+ competitors across 16 sports have the best sporting experience.

The role will require all day availability on Tuesday 23 March for pre-event set up and Wednesday 24 March for the duration of the day. Due to the late finish on Wednesday, accommodation is offered, enabling the successful candidate to return home Thursday morning. The successful candidate will need to be available to attend the pre-event briefing, on Thursday 11 March 2-3:30pm (virtually), and onsite orientation the day you arrive at the event.

ROLE DESCRIPTION

Pre-Event:

As a key member of the event workforce, you will play an integral role in preparing for the successful delivery of BUCS Big Wednesday by:

- Attending the pre-event staff briefing (virtually)
- Liaising with the BUCS Event Leads to ensure readiness for the event

Event Delivery Responsibilities

Working as part of a dynamic and professional event team, you will contribute to the delivery of the event by:

- Supporting event setup, operational delivery, and de-rig

- Providing excellent customer service to BUCS members, officials, volunteers, competitors, and medical personnel throughout the event
- Working collaboratively with colleagues to ensure competitions are delivered safely, efficiently and to the highest possible standard
- Acting as a positive and professional ambassador for BUCS at all times

KEY RESPONSIBILITIES

- Assisting the Hub Lead with the smooth operational delivery of a selection of BUCS Big Wednesday sports
- Undertake a range of event management tasks, including registration, ticketing support, results management and medal presentation coordination
- Providing the support to Hub Lead to support fixture operations, including ensuring fixtures run to schedule
- Participating in operational debriefs, contributing feedback, observations and key learnings to support continuous improvement
- Responding professionally and efficiently to queries from participants, volunteers, officials and stakeholders
- Undertaking additional duties as reasonably required by the BUCS Event Team to support the wider successful delivery of the event

DESIRABLE QUALIFICATIONS/ EXPERIENCE

- A strong understanding of the UK university sporting landscape and competition structures
- Previous experience in an operational role at a regional or national sporting event
- Experience working within a multi-sport event environment
- An existing and positive working relationship with BUCS staff
- Knowledge of BUCS operational processes, procedures, and governance frameworks

PERSONAL ATTRIBUTES

We are seeking individuals who are enthusiastic, professional, and motivated by delivering exceptional sporting events. Successful candidates will demonstrate:

- The ability to work effectively both independently and as part of a collaborative team
- Excellent interpersonal and customer service skills, with a commitment to providing a positive participant experience
- A flexible, proactive, and solution-focused approach to work
- Strong organisational skills and attention to detail
- Professionalism, integrity, and reliability at all times
- The ability to remain calm, adaptable, and effective in a fast-paced, high-pressure event environment
- A positive attitude, strong work ethic, and willingness to take initiative
- Excellent communication skills and confidence engaging with a wide range of stakeholders

APPLICATION PROCESS

Candidates should complete their application via Microsoft Forms by Friday 4 December 2026 at 5pm.

Internal BUCS candidates should discuss this opportunity in the first instance with their line manager and obtain their line manager's approval before applying for the role.



Candidates from BUCS member institutions should please have support from their Head of Sport (or equivalent) committing them on behalf of the institution that the applicant will be made available to fulfil the requirements of the role.

External applicants should apply via [this Microsoft Form](#).

Queries regarding this role should be directed to Alice Wilkie, BUCS Head of Events, alice.wilkie@bucs.org.uk.