## BUCS Archery Event Management Group (EMG)

## Opportunities officer – Job Description

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| **Organisation** | British Universities & Colleges Sport (BUCS) |
| **Role Title** | Opportunities Officer |
| **Remuneration** | Voluntary Role - Reasonable Expenses |
| **Reports to** | Event Management Group Chair |
| **Commitment** | Approximately 5 - 10 days per year inclusive of two meetings and attendance at events if agreed in advance |
| **Term of Office** | September 2023 - September 2025 (reviewed annually) |

**Role Purpose:**

BUCS is looking to recruit a knowledgeable individual who is a current student at a BUCS member institution to act as a member of the Archery EMG. The role will manage the communications for the Archery programme.

**Main Duties and Responsibilities:**

* Keep track of BUCS Records and ensure appropriate certificates are handed out
* Write articles for UKSAA and Archery UK where required
* Promote Student Archery through social media and other relevant channels
* To liaise with Tournament Organisers to ensure information is spread/publicity regarding events is published
* Create links with student archery regional leagues (e.g. SEAL and NEUAL) to allow dissemination of information
* Act as an ambassador for BUCS and the sport programme
* Be an effective liaison with ArcheryGB for Students and Student Archery
* Promote the para aspect of archery, ensuring disabled archers are aware of participation opportunities
* Be a link with the ArcheryGB performance department to help student archers wishing to progress
* Liaise with tournament organisers (Including virtual) to support with preparation and publicising if required
* There is an expectation to be able to attend Indoor Finals and Outdoor Championship events, with attendance at one indoor regional event preferable

**Skills Required:**

* Good communication skills
* Knowledge of Archery
* Commitment to active involvement in the EMG
* Ability to contribute to the EMG to set and agree strategy
* Ability to operate effectively on a Group
* Knowledge of the HE sports sector
* Commitment to the continued development and quality assurance of the BUCS Archery virtual competitions offer

**Key Relationships:**

**Internal:** BUCS Sports Lead & BUCS EMG members

**External:** National Governing Bodies & BUCS Member Institutions & University teams

**Application:**

To apply, please submit a cover letter (no more than one side of A4) detailing:

* Why you want to be part of the BUCS Archery EMG
* The experience you have in the following areas (This list is not exhaustive, just offered as a guide to help applications)
* University Archery, BUCS, NGBs, coaching, officiating, sports unions, volunteering, participation, or any other Archery or committee/board experience.

**To apply, please email your cover letter to Erin Simmonds - erin.simmonds@bucs.org.uk**

**Closing date for applications: Friday 29th September 2023 at 23:59**