

Title	National Competitions Coordinator
Team	Competitions and Performance
Manager	National Competitions Manager



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to collectively enable more students to be more active, more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

As BUCS builds on its proud history of providing excellent sporting opportunities and experiences that inspire, develop and unite for its members and students, we are looking for people to help shape our future. We provide a thriving professional environment for all involved, inspired by our mission and values. Our values of inclusion, respect, innovation and dynamic will help us to further improve the community for all that work here and for everybody that chooses to engage in our programmes.

The role supports the National Competitions Manager in coordinating and delivering the BUCS League and Knockout programmes across 24 sports and 41 competition offers. This includes maintaining the BUCS competition management system (BUCS Play), providing training, and handling all competition-related queries. The role ensures competitions are managed efficiently, in line with relevant regulations, and that a high standard of service is consistently delivered to BUCS members. Emphasising inclusive practices, the role contributes to the innovation and improvement of competition systems, while promoting respectful and dynamic communication with all stakeholders.

Main Duties and Responsibilities

National Competitions

- Coordinate BUCS league and knockout programmes across all sports, including setup, maintenance and updates on BUCS Play.
- Manage team entries, late entries, withdrawals, fixtures, results, promotion, relegation, playoffs and BUCS Points accurately and to agreed timelines.
- Provide BUCS Play training, guidance and support to members and staff, ensuring effective use of the competition management system.
- Respond to competition-related queries promptly and professionally, maintaining clear communication with members and stakeholders.
- Support the National Competitions Manager with programme updates, planning, review and continuous improvement of competition processes.

Sport Governance and Compliance

- Provide advice and assistance to members regarding sport governance and compliance processes aligned to the league and knockout programmes.
- Work with the sport governance and compliance team to support ongoing changes to rules and regulations, making contributions and suggestions where appropriate.
- Maintain an accurate log of fines issued for breaches of BUCS regulations, including incorrect result changes, walkovers, knockout withdrawals and appeal fines.
- Sit on the BUCS Appeals Panel as required.

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Digital and Systems

- Work collaboratively with the BUCS Digital Team on the identification, reporting and tracking of bugs, issues and system improvements relating to the BUCS Play competition management system.
- Develop and maintain effective working relationships with the BUCS Digital Team and Playwaze, ensuring clear communication and supporting the ongoing development and enhancement of BUCS Play.
- Contribute to the ongoing development of the digital project transformation project ensuring clear representation of the systems needed for efficient competition delivery.

Events

- Attend events and support their delivery where needed, demonstrating a dynamic approach to engaging with participants and enhancing the overall experience.
- Coordinate knockout finals information with the relevant event lead.

General

- Undertake administrative tasks on behalf of the National Competitions Manager, contributing to a respectful and efficient working environment.
- Attend and minute BUCS National Competitions Group meetings, actively contributing insights that support innovation in BUCS practice.
- Attend all BUCS staff, Delivery Directorate and Competitions and Performance Team meetings, contributing where appropriate.

Other

- This role will involve weekend and evening work and overnight stays at BUCS and LUSL events.
- Frequent travel to the London Office is required, please ensure you are comfortable with this.
- Professionally represent BUCS at all times.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and the Competitions and Performance team.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge or experience

- Knowledge and experience in administrative tasks and data management.
- Experience of coordinating sport competitions.
- Experience of utilising digital competition management systems.

Essential skills and abilities

- Excellent planning and organisational skills.
- Ability to think logically and consistently.
- Proactive approach to work, with the ability to identify issues, take ownership and implement effective solutions.
- Good people skills, ability to negotiate.
- Ability to self-manage/self-motivate.
- Ability to prioritise tasks.
- Ability to develop creative solutions to complex problems.
- Excellent communication skills (written and verbal).
- Strong presentation skills (PowerPoint and in person).
- Strong focus on the provision of customer service.

Desirable knowledge or experience

- Experience of developing competition programmes i.e., fixture building, league programming.
- Experience of working in a membership organisation.
- Previous experience in a Coordinator or Officer role.
- Knowledge of National Governing Body competition structures and player pathways.
- Knowledge of university structures and sport delivery models.
- Experience of coordinating sport events.
- Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships.