

# BRITISH UNIVERSITIES & COLLEGES SPORT

## TENNIS SPORT ADVISORY GROUP

### COMPETITION REPRESENTATIVE (FAST4) - ROLE DESCRIPTION

|                       |                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------|
| <b>Organisation</b>   | British Universities & Colleges Sport (BUCS)                                               |
| <b>Title</b>          | Competition Representative (Fast4)                                                         |
| <b>Remuneration</b>   | Voluntary Role*                                                                            |
| <b>Reports To</b>     | Tennis SAG Chair, BUCS Tennis Programme Coordinator and BUCS National Competitions Manager |
| <b>Commitment</b>     | <a href="#">Detailed here</a>                                                              |
| <b>Term of Office</b> | 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 enthusiastic and motivated individual who is a member representative from an institution competing within a FAST4 league within BUCS Tennis. The successful candidate will ideally have a working knowledge of BUCS and/or the higher education sport sector; however, this is not essential. The role will be to act as a BUCS FAST4 competition representative on the Tennis Sport Advisory Group (SAG), working with other committees and portfolios to drive the programme forward, and ensure a proactive approach is taken to FAST4 matters.

The BUCS Tennis representative will present the voice and opinions of staff and student-athletes from such institutions and those involved in the BUCS Tennis programme, whilst also acting as an ambassador. They may also be called upon to represent the SAG in other settings.

#### MAIN DUTIES AND RESPONSIBILITIES

- Act as an ambassador for BUCS and the sport programme.
- Establish relationships between BUCS and FAST4 institutions.
- Advise the BUCS Sport Advisory Group (SAG) on all matters relating to FAST4 institutions perspective of BUCS Tennis.
- Help develop a strategic annual delivery plan encompassing FAST4 institution feedback as one element of the plan.
- Attend all relevant SAG meetings and provide any updates on actions from previous meetings.
- Comply with the BUCS [Volunteer Code of Conduct](#).

#### KEY RELATIONSHIPS

SAG Chair, BUCS Tennis Programme Coordinator, BUCS National Competitions Manager, BUCS Head of Competition & Performance, BUCS National Performance Manager, the LTA, SAG members, BUCS member institutions, other external partners as appropriate.

## APPLICATION

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Please detail in your application any experience you have in the following areas:

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

This list is not exhaustive, just offered as a guide to help applications.

## CLOSING DATE FOR APPLICATIONS

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23:59 on Sunday 7<sup>th</sup> December.

## HOW TO APPLY

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Please send your application to [hannah.underhill@bucs.org.uk](mailto:hannah.underhill@bucs.org.uk) in the form of a word document outlining the reasons why you are suitable for the role, along with a CV.

## PERSON SPECIFICATION

**Role:** Competition Representative (FAST4) – BUCS Tennis Sport Advisory Group

| Requirements                                                          | Essential/ Desirable                   |
|-----------------------------------------------------------------------|----------------------------------------|
| <b>Experience/ Knowledge</b>                                          |                                        |
| Current member at a FAST4 BUCS member institution                     | <b>E</b>                               |
| Good sport specific knowledge                                         | <b>E</b>                               |
| Confident in communication with a range of networks                   | <b>E</b>                               |
| Working within voluntary committees                                   | <b>D</b>                               |
| Understanding of developments within the wider sporting landscape     | <b>D</b>                               |
| Understanding of HE sporting landscape                                | <b>D</b>                               |
| <b>Skills &amp; Abilities</b>                                         |                                        |
| The ability to debate, discuss and challenge in a constructive manner | <b>D</b>                               |
| Proven advocacy capability                                            | <b>D</b>                               |
| Excellent communication skills                                        | <b>E</b>                               |
| Ability to motivate a team                                            | <b>D</b>                               |
| Ability to think and act creatively                                   | <b>E</b>                               |
| <b>Time Commitment</b>                                                |                                        |
| Approximately 4-5 SAG meetings per year                               | <b>1-2 hours per meeting (approx.)</b> |
| Attendance at key sport specific events                               | <b>1-3 days</b>                        |