

JOB DESCRIPTION

Title	GB Students Chef de Mission/Head of Delegation
Employer	British Universities and Colleges Sport (BUCS)
Team	GB Students
Manager/Team	Head of International Student Sport (BUCS), Deputy Chef de Mission (GB Students) / 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 where necessary. Multi-site village model in Chungcheong, Korea.
Main purpose of role	<p>British Universities & Colleges Sport (BUCS) is seeking to appoint a Chef de Mission (Head of Delegation) to lead the management and delivery of the GB Students delegation due to compete at the FISU Summer World University Games in 2027.</p> <p>The successful applicant will take on the role for two World University Games cycles, from appointment through to the end of the Chungcheong 2027 Summer Games and 2029 North Carolina Summer FISU World University Games subject to review following Chungcheong 2027 dependent on performance. It is intended that the successful applicant will be of a calibre to lead an exceptional team and represent Great Britain at the highest standard at the FISU Games.</p> <p>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.</p> <p>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.</p> <p>It is anticipated that the United Kingdom of Great Britain and Northern Ireland will send a delegation of around 100-150 to the FISU Summer World University Games 2027.</p>

MAIN DUTIES AND RESPONSIBILITIES

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

- To participate and lead regular meetings (in-person or via Teams) as a member of the GB Students Senior Leadership Team, offering constructive opinion based on previous experience at Multi-sport events and lead the onsite delivery team 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 work with the Deputy 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 BUCS Head of International Student Sport, Deputy Chef de Mission, Chief Medical Officer and other relevant individuals for the purposes of preparation for the Summer Games, noting exact attendees are to be confirmed.

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 lead in staffing management of GB Students headquarters team, including the 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 medical staff.
- To lead in the management of the Summer Games SharePoint organisation to develop and manage information storage and preparation of key documents including, risk assessments, crisis management, welfare policy.
- To lead the delivery of Chef de Mission & Team Managers' meetings.
- To represent GB Students in all Daily Heads of Delegation Meetings.
- 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 lead in the encouragement of support for GB Students athletes during competition by other members of the delegation.
- To lead and support sports appeals and sports disciplinary issues (if required).
- To act and meet requirements in accordance with the official FISU regulations.
- To undertake other duties as delegated by the BUCS International department 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 Deputy Chef de Mission and BUCS Head of International Student Sport.
- To produce a detailed post-event report, in conjunction with the Deputy 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.

May – July 2026:

- Monthly meetings focussing on the preparation planning for the Summer Games
- Review of previous event documentation
- Recruitment of Deputy Head of Delegation, CMO and Chief Physio
- Timeline planning for recruitment of core staffing, policy and document creation
- Contribution to the overarching project plans, in collaboration with the International Student Sport team

July – 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 providers, freight, transport, translation services
- Creation of a staffing plan and recruitment of core staff alongside Deputy Chef de Mission
- 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
- Development of key Games time policies and procedures
- Development of training materials for athletes and NGB Staff
- Leading in 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 BUCS Head of International Student Sport. Work closely with the Deputy Chef de Mission, Chief Medical Officer, Chief Physiotherapist, HQ Staff, NGB Staff at Games, including Team Leaders and support staff.

ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a leading role at a FISU International University sport event
- Experience of managing staff and personnel at a major multi-sport event
- Experience in the creation of key documentation and policy and procedures for sport events
- An understanding of FISU, the mission and vision, and history of the FISU Summer Games
- An effective 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
- Knowledge of an organising committee structure

- Able to demonstrate a detailed understanding of the needs of high-performance competitors and officials both before and during international competition
- An effective leader who has experience producing planning documents, creating policy and making decisions on key event preparations
- An effective logistical operator with experience of leading and delivering support services in a high-performance environment.

DESIRABLE EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated a proven commitment to BUCS and university sport
- Previous leadership within the international university sport programme including WUGs, EUGs, EUCs
- Previous work at similar multi-sport Games including EYOF, YOG, EOG, OG, CWG
- Previous work at Summer multi-sport Games including WWUGs, WO, EYOF
- 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 Wednesday 1st April 23:59hrs.

Please contact BUCS Head of International Student Sport at gbstudents@bucs.org.uk, if you have any questions in relation to your application.