

JOB DESCRIPTION



Title	International Performance Manager
Employer	British Universities and Colleges Sport (BUCS)
Team	Delivery Directorate
Place of work	Flexible work considered, some London office-based time essential

Main purpose of role

To effectively develop and deliver the strategic and operational requirements of the International programme, this includes but is not limited to; Great Britain Student representation at international sporting competitions; developing a strategic delivery model for BUCS on the international stage; the creation and maintenance of positive partnerships with key sports governing bodies and federations; increasing the profile and awareness of the International programme.

Main duties and responsibilities

- Lead on all international sport related activity for BUCS; this includes EUSA, WUCS and WUGS activity.
- To develop and deliver the international element of the Performance Sport strand of the BUCS Strategy 2017-21.
- Lead on the delivery of the operational requirements for the international competition programme; this includes the recruitment, appoint and management of key delegation and HQ staffing roles for international events.
- Develop the role of the International Advisory Group (IAG) as a key part of the strategic management of the international programme.
- Responsibility for the line management of the International Administrator post.
- Principal point of contact with International Federations such as FISU and EUSA as well as Local Organising Committees for World Championships and Games.
- Develop mutually beneficial strategic relationships with NGBs, International Federations and other key stakeholders specifically relating to the development and support of international sport programme.
- Responsible for effective delivery of the International budget.
- Manage all areas of policy, procedure and communication within the International programme.
- Manage effective relationships directly with the BUCS Membership; this includes student-athletes, administrators and senior managers.
- Work closely with the Engagement Team to deliver media and PR requirements.
- Work proactively with the Commercial team to ensure effective delivery of sponsor's contractual requirements at events, through programmes, and via access to members as agreed.

Other duties and responsibilities

- Undertake other administration tasks as appropriate
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS operations
- Carry out duties and responsibilities at all times in compliance with BUCS policies

This role may involve weekend and evening work as well as some overnight stays at domestic BUCS or international events (all reasonable expenses will be reimbursed).



PERSON SPECIFICATION

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Essential skills/experience

- Knowledge of high performance/international sport structures
- Experience of process development (including annual review strategies)
- Knowledge of various NGB competition structures and player pathways
- Experience of managing budgets
- Experience of implementing change
- Excellent planning and organisational skills
- Ability to think logically and consistently
- Good people skills, ability to negotiate
- Ability to self-manage/self-motivate
- Ability to prioritise activities
- Ability to develop creative solutions to complex problems
- Excellent communication skills both written and verbal
- Good administrative and data management skills
- Strong focus on the provision of customer service

Desirable skills/experience

- Experience of operating within international sport environments
- Understanding Higher Education sport structures
- Experience of working in a membership organisation
- Knowledge of university structures and sport delivery models