

BRITISH UNIVERSITIES & COLLEGES SPORT

ATHLETICS EVENT MANAGEMENT GROUP – PARTICIPATION REPRESENTATIVE AND STUDENT REPRESENTATIVE

Organisation	British Universities & Colleges Sport (BUCS)
Title	EMG Representative
Remuneration	Voluntary Role
Commitment	Approximately 2-4 days per year
Term of Office	Reviewed annually

ROLE PURPOSE

Purpose and Overview

BUCS is seeking to recruit enthusiastic and motivated people to join the Athletics Event Management Group (EMG) within the BUCS Events Programme:

Event Management Groups support the planning, delivery and review of the BUCS events programme and continuously evaluate the delivery of its sport programme, in particular the BUCS events. The groups support the partnerships between BUCS and NGBs (where appropriate), and other key stakeholders involved in the delivery of the events. In addition, the groups may advise the BUCS executive to resolve sport-specific queries and will provide a forum for the facilitation of the views of member institutions, student-athletes and NGBs.

The roles within the groups are flexible depending on the requirements of the group. It is expected that each group will have a Chair and a Tournament Director as a minimum. In most cases the Tournament Director is already appointed, please contact the event lead below if you have any questions.

Chair	Arrange and facilitate approximately two meetings a year. Provide and follow up on key actions from each meeting.
Tournament Director (already appointed)	Responsible for overseeing the sport competition, in regards to technical regulations, scheduling and programming of the event
Officials Lead (already appointed)	Responsible for recruitment and management of all officials at BUCS athletics events, ensuring a suitable workforce in place to deliver effectively
Other roles may include:	
Vice Chair	Provide support for the Chair and wider EMG. Provide sport-specific knowledge and advise relating to the BUCS Athletics Programme
Performance Sport Representative	Advise on all matters relating to the performance pathway of the sport Advise BUCS on the most appropriate structures for high performance athletes University representative advised for this role

National Governing Body Representative	Advise on planned dates for NGB events to avoid clashes Provide recommendations on the format of events and hosting of events Advise on significant changes with the NGB pathways that would affect the running of BUCS Events Provide technical advice where appropriate Act as the key representative between BUCS and the NGB
Para Representative	Advise on our para offering within the sport, including but not exclusive to: <ul style="list-style-type: none"> - Provide guidance and technical advice for para athletes within the sport - Advise on the integration of para categories into existing events
Student Representative(s)	Establish relationships between BUCS and student-athletes within member institutions Advise on all matters relating to the student perspective of the sport Help review annual student feedback
Participation Representative	Advise on aspects of the pathway for participation athletes in the sport Advise on making the event programme suitable for all levels of participation University representative advised for this role

KEY RELATIONSHIPS

BUCS Event Lead, Home Nation Governing Bodies, EMG members, BUCS member institutions, other external partners as appropriate.

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 Athletics EMG in the following roles: Participation Representative, Student Representative
- The experience you have in the following areas (This list is not exhaustive, just offered as a guide to help applications):
 - o University sport, BUCS, NGBs, coaching, umpiring, sports unions, volunteering, participation, or any other committee/ board experience.

Closing date for applications: 17:00 Friday 26th July 2024

QUERIES

If you would like to find out more about any role please contact maddi.cannell@bucs.org.uk

Person Specification

Requirements	Essential/ Desirable
Experience/ Knowledge	
Current or past staff member at a BUCS member institution or at the relevant NGB (except in the case of the student rep position)	D
Good sport specific knowledge	E

Past experience or working within volunteer groups	D
An understanding of developments within the wider sporting landscape	D
An understanding of HE sporting landscape	D
Skills & Abilities	
Excellent communication skills	E
Ability to motivate a team	E
Ability to think and act creatively	E

TIME COMMITMENT

- Approximately 2 EMG meetings per year
- Attendance at BUCS Events (where appropriate) The number of days will vary dependent on the event.