**JOB DESCRIPTION**

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| **Title** **Team** | Sport Compliance Coordinator Sport Governance and Compliance Team |
| **Manager** | Sport Governance and Compliance Manager |
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**Main purpose of role**

The Sport Compliance Coordinator will oversee the administration of BUCS’s sport governance and compliance operations. They will be the key point of contact for supporting BUCS’s Scottish member institutions with reference to sport governance and compliance. The postholder will have excellent communication skills and be the primary contact for rule and regulation enquiries from all members and stakeholders, providing excellent customer service. The postholder will have excellent time management and prioritisation skills and the ability to work to strict deadlines to support efficient operation of BUCS’s sport governance and compliance processes.

**DUTIES AND RESPONSIBILITIES**

**Stakeholder and Member Engagement**

* Respond to queries about BUCS rules and regulations, appeals, sport specific affiliations and disciplinary matters.
* Support the creation and ongoing maintenance of content for the Rules and Regulations section of the BUCS website.
* Produce termly and annual reports on sports governance and compliance matters.
* Work with and support Scottish Student Sport in relation to sport governance and compliance.
* Support BUCS’s Scottish member institutions with reference to sport governance and compliance.

**Process and Operations**

* Have responsibility for efficient supervision of the initiations reporting system, following internal procedures to process any reports received.
* Have responsibility for efficient supervision of the discipline reporting systems, responding to enquiries, or escalating to relevant staff as appropriate.
* Processing appeals, involuntary walkover requests, and any other disciplinary matters.
* Coordinate the sport specific affiliations process, including working with internal staff and NGBs to check compliance, reviewing and processing submissions, contacting members, and issuing sanctions.
* Coordinate appeals/disciplinary panels, including scheduling hearings, recruiting panel members, organising paperwork, and producing reports and communicating decisions.
* Process all sport governance and compliance related fines.
* Undertake team sheet checks for compliance with BUCS rules and regulations including liaising with members and issuing sanctions.
* Provide administrative support to the annual review of BUCS rules and regulations.

**Collaboration**

* Support the Events Team, providing advice and counsel on sport governance and compliance matters where required.
* Work collaboratively with other teams across BUCS to support effective operation of the business.

**Other**

* Quarterly attendance at member institutions
* 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 BUCS events (all reasonable expenses will be reimbursed).

**PERSON SPECIFICATION**

The ideal candidate will have a strong attention to detail, excellent time management skills and the ability to manage multiple work streams at the same time. They will be a proactive worker, able to work autonomously and using their own initiative.

**Essential skills, abilities, experience, and knowledge**

* Experience of working aligned to clear processes and procedures, with tight timescales,
* Experience coordinating multiple tasks and responsibilities, remaining calm under pressure,
* Excellent time management skills,
* 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,
* Ability to develop friendly, positive and supportive working relationships with internal and external stakeholders and to provide them with excellent customer service.

**Desirable skills, abilities, experience, and knowledge**

* Knowledge of sport governance structures,
* Experience of compliance and the development of rules and regulations,
* Understanding of BUCS competitions and events,
* Experience of working in a membership organisation,
* Experience of process development (disciplinary processes, management implementation and review),
* Knowledge of National Governing Bodies such as competition structures, player pathways and rules & regulations