



# FISU Winter World University Games 2023

## HQ Manager



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### Introduction

British Universities & Colleges Sport (BUCS) is seeking to appoint a highly qualified and experienced individual to perform the position of HQ Manager to support the GB Students delegation due to compete at the next FISU Winter World University Games 2023.

The successful candidate will take the role for one FISU Winter World University Games cycle, from appointment through to the end of the Games. The successful candidate will assist the Chef de Mission and other staff in providing excellent support service to the GB Student delegation during the Games.

The FISU Winter World University Games are staged every two years in a different city or region, the winter edition of the FISU World University Games is a celebration of international university sports and culture. With several thousand student-athletes competing in each event. The FISU Winter World University Games is among the world's largest winter multi-sports competition. The Games represent an experience comparable to an Olympic, Paralympic & Commonwealth Games in terms of scale, village life, and competition format.

The next Games are due to be held in Lake Placid 2023, USA, between 12-22 January 2023.

It is anticipated that Great Britain will send a delegation of around 75-100 to the FISU Winter World University Games in 2023.

The appointed HQ Manager and HQ Officer(s) are expected to be available for the event and travel periods (7-23 January 2023), pre-event acclimatisation period, and the GB Students Briefing Meeting (2-3 days a month for 2-3 months in advance of the Games). The appointed HQ Manager must also be available for virtual meetings and complete administrative processes where required.

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### Job Description

- To manage the GB Students headquarters or satellite villages during the Games
- To manage the HQ Officer(s) and deploy them to the appropriate venues
- To attend and support the delivery of the Team Briefing
- To collaborate with the Chef de Mission to ensure staff, officials, and athlete welfare
- To liaise with other HQ staff, team members, and BUCS personnel as required
- To liaise with organising committee and FISU representatives when required
- To participate in pre-Games planning and preparation of operational frameworks/ documentation
- To lead the organisation of inventory packing pre and post Games at the BUCS office
- To support the delivery of freight/ customs arrangements – including stocktaking, ordering, packing, scheduling, collection, and return
- To lead the organisation flight and luggage arrangements for the delegation
- To be the holder of vast event information for the entire delegation and relay this when required
- To have responsibility for the activities that occur within the HQ

It is expected that these pre-Games requirements will necessitate the post holder being physically present within the BUCS Offices in London on one occasion per fortnight in the 2–3-month window pre-Games.



## Games

- To provide an excellent support service to the GB Student delegation during the Games, including athletes, team management and the medical team
- To hold all information relevant to the GB delegation at the Games, including personal details of the delegation, medical information, next of kin details, kit sizes, accreditation information, event entry information and more
- To staff the HQ and function as a point of contact for enquiries - resolving, relaying, or escalating issues as needed
- To dress and equip the HQ and GB Students accommodation
- To lead all activities that occur within the HQ at the Games
- To participate in the meet and greet procedures and assist with orientation for arriving teams
- To produce the daily competitor schedule
- To produce the arrangements for daily transport requirements
- To encourage the support of GB individuals/ teams during competition by other members of the delegation
- To support the Chef de Mission during the accreditation process
- To produce the rooming lists
- To prepare for the Team Reception
- To arrange daily transport requirements
- To attend formal functions as required as a representative of the GB delegation
- To provide support to the Chef de Mission, Team Managers & Officials, Medical staff, and Media Officers as required

**Reporting to:** BUCS International Performance Manager, Marc Forrest (pre- and post-Games)

**Reporting to:** Chef de Mission, Chris Purdie (during Games period)

### Person Specification

#### Essential Qualifications/ Experience

- Experience in event and/or team administration
- Experience of work conducted at a multi-sports event
- Experience of work conducted at an international sporting event
- An understanding of GBR University sport at both a domestic and international level
- An understanding of the international department at BUCS and where this event sits in the programme
- An understanding of the requirements of delegations and staff at an international sporting event
- The ability to represent BUCS, GB Students, and the wider interests of British university sport
- To know the function of FISU and the role of the local organising committee

#### Desirable Qualifications/ Experience

- Previous experience in a similar role
- An existing and positive working relationship with the other HQ staff and senior delegation officials
- An understanding/ experience of BUCS internal processes, procedures, and frameworks
- An understanding of the competition of event entries and accreditation requirements
- Active participation in the delivery or support of BUCS competition or representative programmes
- A good understanding of the work of FISU
- Previous participation in or attendance at a FISU and/ or EUSA event
- Previous experience of travelling abroad in management and/or support of a competitive sports team
- Previous experience of working at multi-sport Games (either as a member of a Local Organising Committee, as an accredited member of a competing team, or as HQ staff)
- Able to demonstrate a sound understanding of the needs of high-performance competitors and officials both before and during international competition
- An understanding, knowledge and awareness of university sport and the Higher Education sector within the UK's high-performance structure



## Personal Attributes

- Ability to work as a team player and individually
- Ability to respond to queries promptly and prioritise
- Ability to retain large amounts of information
- Ability to problem solve and react to time-sensitive issues
- Organised, flexible and conscientious approach to work
- High diligence
- Professional
- Honest
- Confidence in a high-pressure environment

Appointments made subject to References if required.

The post-holder will act in accordance with the BUCS Team Members' Agreement and Code of Conduct.

Post-holders will be required to complete UKAD Anti-Doping Introduction to Clean Sport certification as part of our HE Clean Games Policy and International UKAD Anti-Doping Education Programme.

## Remuneration

This is an honorary position, although travel and subsistence costs will be paid (where not otherwise provided).

## Application Process

Candidates should send a CV and Covering Letter (including details of two referees) to International Performance Manager & GB Students Deputy Chef de Mission, Marc Forrest, at [marc.forrest@bucs.org.uk](mailto:marc.forrest@bucs.org.uk)

The deadline for applications is the 21<sup>st</sup> of October

Please contact [marc.forrest@bucs.org.uk](mailto:marc.forrest@bucs.org.uk) if you have any questions concerning your application.

**Follow-up calls and/or interviews will take place at a time to be confirmed with successful applicants in due course.**

Candidates from BUCS member Universities **must** please provide a letter of support from the Head of Sport at their University, clearly stating and fully committing on behalf of the University that the applicant will be made available to fulfil the requirements of the role.

Candidates from BUCS internal staff **must** have permission from their direct line manager.

Candidates from outside BUCS or member institutions **must** have the support of their line manager.

Within the covering letter, it is requested that candidates provide the following specific information:

- Why you feel you are best suited to this role relating to the job description
- What strengths do you feel you will bring to the HQ Team
- How you feel undertaking this role will contribute to your personal and professional development
- How do you feel undertaking this role will be of benefit to BUCS, GB Students, and the delegates