

JOB DESCRIPTION



Title	National Performance Manager
Employer	British Universities and Colleges Sport
Team	Competitions and Performance
Manager	Head of Competitions and Performance
Place of work	20-24 Kings Bench Street, London SE1 0QX

MAIN PURPOSE OF THE ROLE

The purpose of this role is to lead on the development of performance focused offers within the BUCS Sport Programme; including supporting the operational delivery of all National and Super league programmes that currently sit within Cricket, Hockey, Rugby Union, Squash and Tennis; developing and implementing performance sport in line with the new BUCS Strategy 2023-2027; supporting performance focused offers within the BUCS Sport Review process; working with members, NGBs, other sport bodies and the BUCS international performance department to develop relevant pathways within Higher Education.

MAIN DUTIES AND RESPONSIBILITIES

- Working with the BUCS Competitions Team and Events Team to support the operational delivery of all performance (traditionally National and Super league) competition programmes.
- Manage the development and delivery of BUCS performance sport offers in line with the BUCS Strategy 2023-2027.
- Manage associated performance sport budgets to support delivery of the domestic performance-focussed activity.
- Support stakeholder consultation on any changes with a performance sport focus (proposals targeting Type 4-5 student-athletes) which emerge within each Sport Review Cycle.
- Manage the network of League Management Committees (LMCs) which support the development of National and Super sport programmes.
- Manage the annual reviews of National League Minimum Operating Standards and associated audits.
- Manage the development of all membership training/support materials as required.
- Develop strategic relationships with members, SAGs (Sport Advisory Groups), NGBs and other sport bodies (such as TASS and UKAD) relevant to performance sport.
- Oversee all domestic performance communications, including website updates and direct emails to members and other stakeholders.

- Provide leadership and line-management to the Tennis Programme Coordinator and Rugby Union Programme Coordinator.
- Work with the International Performance Manager to balance performance team resource across domestic and international priorities.
- Work closely with the Engagement team to deliver media and PR requirements.
- Work proactively with the Commercial team to ensure effective delivery of sponsors' 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 BUCS events (all reasonable expenses will be reimbursed).

PERSON SPECIFICATION

BUCS is on a journey to deliver exceptional student experiences that inspire, develop and unite. Our mission is to also embed sport and active wellbeing at the heart of those student experiences. We are rapidly becoming a significant part of many National Governing Bodies' performance sport pathways, with our programmes offering legitimate routes to elite and professional sporting environments for many students. To do this, we are looking for a passionate and driven individual who will both champion and deliver on the top tiers of our BUCS competitions.

We are seeking an effective organiser and planner, with a high attention to detail, and a proven managerial track record. We are a customer facing and member service focused team and if you are about people and aspire for excellence, you'll be the right fit at BUCS and don't hesitate to get in touch.

EXPERIENCE

1. Knowledge of university structures and sport delivery models.
2. Experience of performance frameworks and pathways within sport competitions.
3. Experience of managing line reports.
4. Experience of utilising competition management systems.
5. Experience of developing competition programmes i.e., fixture building, league programming.
6. Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships.
7. Experience of working in a membership organisation.

KNOWLEDGE AND SKILLS

1. Excellent planning and organisational skills.
2. Ability to think logically and consistently.
3. Good people skills, ability to negotiate.
4. Ability to self-manage/self-motivate.
5. Ability to prioritise tasks.
7. Excellent communication skills (written and verbal).
8. Good financial management and budgeting skills.
9. Good administrative and data management skills.
10. Strong focus on the provision of customer service.
11. Knowledge of NGB competition structures and player pathways.

Research shows that some people will refrain from applying for a role if they feel they do not meet 100% of the person specification. We would encourage anyone, even if you feel you do not have all the outlined requirements, to still apply for this role if you feel you meet some of the necessary skills required. We are passionate about identifying potential talent and helping people to develop and thrive.