

<b>Title</b>	Head of Competitions & Performance
<b>Employer</b>	British Universities & Colleges Sport (BUCS)
<b>Team</b>	Competitions & Performance
<b>Manager</b>	Director of Delivery



### **Main purpose of role**

Strategically oversee all domestic league and international competition elements of the BUCS Sport Programme; delivering on the Competitions, National Performance, and International Performance elements of the organisation's short-term action plan. Represent BUCS at a senior management level with external stakeholders; lead on the strategic development of competitive programmes, domestically and internationally; drive the Sport Review process forward; and ensure that the BUCS Competition Programme achieves all financial targets and delivery KPIs.

### **Main duties and responsibilities**

- Lead the strategic development of the Competitions, National Performance, and International Performance elements of the organisation's short-term action plan.
- Determine the role and direction for Sports Advisory Groups (SAGs) and lead the recruitment of representatives for these groups.
- Develop Annual Operating Plans for league-based sports, determining achievable outcomes on competition structures, alongside National Governing Bodies (NGBs) and other key stakeholders. Including:
  - Leading SAG activity and ensure compliance with Annual Operating Plans.
  - Leading NGB relationships on sport and competition matters, including determining where activities and programmes should align with BUCS aims and objectives.
- Determine the key priorities for the National Performance Programme, including the development of national league competition offers.
- Determine the key objectives for the International Performance Programme, including liaison with international federations such as FISU and EUSA to support attendance at European and World events.
- Have budget responsibility for all competition programmes, domestic and international.
- Provide leadership and line-management to the National Competitions Manager, National Performance Manager, International Performance Manager and Sport Compliance and Governance Manager.
- Work proactively with the Commercial Team to ensure effective delivery of sponsors' requirements.
- Work closely with the Engagement team to deliver media and PR requirements.
- Liaise with internal colleagues on sports plans, infrastructure developments and volunteer programmes.
- Manage effective relationships directly with member staff and students.
- Ensure that all members, partners, NGBs are fully informed of any changes and developments to the competition programme.
- Support the Head of Events to deliver the programme of events.

### **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 and overnight stays at BUCS events.

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## **PERSON SPECIFICATION**

### **Experience and knowledge (all essential unless marked)**

1. Experience of managing sporting competition structures at a senior level
2. Experience of utilising competition management systems
3. Understanding of sport structures, competition and event schedules, leagues, and championships
4. Experience of process development (including annual review strategies)
5. Knowledge of various NGB competition structures and player pathways
6. Experience of managing budgets
7. Experience of implementing change within sporting competition structures
8. Experience of working in a membership organisation (desirable)
9. Knowledge of university structures and sport delivery models (desirable)

### **Skills and abilities (all essential unless marked)**

10. Excellent planning and organisational skills
11. Ability to think logically and consistently
12. Good people skills, ability to negotiate
13. Ability to self-manage/self-motivate
14. Ability to prioritise activities
15. Ability to develop creative solutions to complex problems
16. Excellent communication skills both written and verbal
17. Good administrative and data management skills
18. Strong focus on the provision of customer service