

Title Head of Governance and Integrity
Team Governance and Integrity
Manager Director of Business Services



ABOUT BUCS

For over 100 years British Universities and Colleges Sport (BUCS) has been at the forefront of university sport in the United Kingdom.

Our ambition is to deliver exceptional student sporting experiences that inspire, develop and unite.

BUCS works with its member institutions to get more students active more often, through traditional competitive sport and providing physical activity opportunities.

By joining us, you will be a part of a vibrant and inclusive community, working to inspire and engage students across the nation.

JOB DESCRIPTION

Main Purpose(s)

This pivotal role will ensure the BUCS operations align with the highest standards of ethical conduct, regulatory requirements, and best practices in both corporate & charity governance and sports integrity.

Reporting directly to Director of Business Operations, you will serve as a key advisor to the executive team, Board, and company secretary, fostering a culture of transparency, accountability, and excellence.

The role is accountable for deep understanding of governance frameworks in charitable and corporate environments, and for leading expertise in sports governance and integrity.

This position provides the opportunity to navigate complex legal sporting and regulatory landscapes, mitigate risks, and drive continuous improvement in compliance and ethical standards.

The main objectives for the role are:

- **Corporate and Charity Governance Oversight:** Lead the development, implementation, and monitoring of robust governance frameworks to ensure full compliance with all relevant company law, A Code for Sports Governance, charity regulations (e.g., Charity Commission governance codes and guidelines in the UK or equivalent international standards), and internal policies. Act as a primary advisor to the Company Secretary on governance matters.
- **Sports Governance and Compliance Leadership:** Oversee all aspects of sports specific governance and compliance, including where appropriate alignment of BUCS programmes to national and international rules (e.g., National Governing Bodies), to ensure BUCS competitions is supported by a robust governance framework, inclusive of clear rules and regulations. Lead and enforce policies on conduct and procedures to address occurrences of non-compliance. Collaborate with internal teams and external stakeholders to ensure effective and efficient governance of BUCS sport delivery.
- **Sports Integrity Leadership:** Be the lead on sports integrity best practice and advocate for initiatives to uphold the integrity of sports activities. Establish and maintain relationships with external agencies for investigations and reporting compliance. Promote ethical education and awareness campaigns across the organisation to prevent misconduct and ensure fair play.

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Main duties and responsibilities

Effective Governance

- Lead the strategic development of all corporate governance functions, ensuring that policies are up to date and are approved through appropriate channels, producing reports where necessary.
- Support the Company Secretary to ensure the Board of trustees operates within its objects and powers as outlined in the Articles of Association and Terms of Reference.
- Support the Company Secretary to ensure compliance with relevant laws and regulatory bodies, codes and funding partners, including but not limited to DCMS, Companies House, the Charities Commission, HMRC and Home Nation Sport Councils.
- Keep up to date with any regulatory or statutory changes and policies that might affect the organisation and maintain records of BUCS assessment against A Code for Sports Governance, liaising with funders when necessary to provide evidence of compliance.
- Working with the Head of People, oversee a Trustee development framework and programme, that builds trust and confidence of Trustees, staff and stakeholders.
- Act as key contact for governance matters during the annual financial audit.
- Manage the budget for BUCS governance and compliance operations, including management of public funding, income and expenditure.
- Where appropriate lead consultation and engagement with members, to support the enhancement of trust, and informed decision making by BUCS.
- Represent BUCS on governance working groups and at events, including but not limited to Sport and Recreation Alliance, Sport England, Scottish Student Sport and Sports Governance Academy working groups.
- Co-ordinate the delivery of BUCS Annual General Meeting and any Extraordinary General Meetings, ensuring collaboration with the Company Secretary to deliver formal notices and administer voting arrangements.

Board and Committee Operation

- To organise, administer and minute the meetings of the Board of Trustees, ensuring actions are recorded and followed up on.
- To ensure that minutes of Board meetings are recorded, made available in a timely manner to all trustees and published on BUCS website, ensuring compliance with the law on public access to Board information.
- To maintain accurate records of trustee meeting attendance, tenure and elapse and conflicts of interest.
- Manage the recruitment process and induction of Trustees.
- Manage governance projects for the Board, its sub-committees and the Senior Leadership Team.
- Oversee the Governance Manager to ensure effective and compliant operation of BUCS sub-committees and working groups.
- Prepare regular reports and updates for Board and Committees on matters pertaining to BUCS governance and compliance.
- To support the Board and Sub-committees in evaluating their own effectiveness, including arranging for independent external evaluation of the Board where necessary.

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Providing Advice

- To provide advice to the Company Secretary and working groups and take appropriate action, if after advice and careful consideration they are at risk of operating outside of their powers or delegated authority.
- Provide advice on conflict of interest and what matters should be recorded on the register.
- Provide training to Trustees and the Executive on governance matters
- Act as the point of contact for advice and counsel on governance matters, supplemented with external advice where appropriate.

Sport Governance and Integrity

- Lead the strategic development of the Sport Compliance and Governance elements of the BUCS Strategy.
- Determine the annual priorities for the Sport Compliance and Governance Team.
- Create and nurture strong relationships across a network of stakeholders on all sport compliance and governance matters.
- Support the Competitions and Performance Team and the Events team to develop an effective compliance system of rules and regulations, disciplinary processes and sport specific affiliations across all BUCS Competition programmes.
- Oversee a comprehensive annual review of our sport compliance and governance framework, including our committees and groups, through an inclusion lens, to ensure that unnecessary barriers to access are consistently removed.
- Create a framework for sharing knowledge and best practice sharing with staff at member institutions and partners that influences training and development strategies for their employed workforce.
- Ensure that all members, partners and NGBs are fully informed of any changes and developments to the sport compliance and governance framework.
- Oversee sports governance policy review and development, ensuring sector trends and changes are considered.
- Liaise with and support internal colleagues on sport plans, infrastructure developments and volunteer processes, embedding good governance throughout.
- Be the lead on sports integrity best practice, advocacy and education for initiatives to uphold the integrity of sports activities.
- Establish and maintain relationships with external agencies for investigations and reporting compliance.

Other

- Work collaboratively with members of the BUCS SLT and management Group to deliver BUCS strategy and objectives.
- Provide leadership and line management to staff within the Governance and Compliance Team
- Along with other senior colleagues, support the development of BUCS staff.
- Undertake duties as can be reasonably expected to help ensure the smooth running of BUCS, including supporting occasional event delivery that take place at evenings and weekends.

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PERSON SPECIFICATION

BUCS is a Disability Confident Committed and Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and supportive work environment. We make all employment decisions without regard to age, national origin, race, ethnicity, religion, belief, gender, sexual orientation, disability, or any other characteristic protected by law.

Research shows that some people don't apply for a role if they feel they do not meet 100% of the person specification. We encourage you to apply for this role if you feel you meet the key skills and knowledge listed below, even if you feel you do not have all of them. We are passionate about identifying the right people to help us develop and thrive.

Essential knowledge and experience

- Experience of managing sport compliance and corporate governance processes
- Experience of managing sport integrity compliance and development
- Experience of process development and associated change management (Including annual review strategies)
- Experience of managing budgets
- Experience of working in a membership organisation
- Experience of using digital systems for governance and sports compliance processes
- Understanding of corporate governance and company law requirements of regulatory bodies including Companies House, the Charities Commission, and HMRC.
- Experience of managing boards and/or committees.
- Understanding of data protection law and practices.
- Understanding of the key aspects of supporting members.

Essential skills and abilities

- High level of integrity and ability to maintain confidentiality.
- Ability to produce succinct minutes and ensure meeting actions are completed.
- Ability to provide excellent customer service and a desire to support and work with
 - external stakeholders – i.e. staff at universities and colleges
 - internal managers and teams
- Excellent communication skills, with the ability to tailor written and spoken styles to the relevant audience.
- Excellent planning and organisational skills - ability to work to deadlines and manage competing demands, using initiative to determine priorities.
- Strong attention to detail.
- Ability to use software programmes – such as Microsoft Office – to design and deliver processes that improve effectiveness and efficiency.
- Ability to develop creative solutions to complex problems
- Ability to effectively line manage and lead a team of people
- Strong numerical literacy and ability to use Microsoft Excel for financial management