

**Title** American Football Programme Assistant  
**Team** Competitions and Performance  
**Manager** American Football Programme Manager



## 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)

The purpose of this role is to assist with the administrative requirements and support on the delivery of the BUCS American Football programme.

### Main duties and responsibilities

- Assist the American Football Programme Manager with assessing league entries and forming competition structures.
- Collect data and insight around flag football, female participation, match officials and coach education to inform future objectives.
- Provide administrative support for BUCS schemes aimed at developing an inclusive American Football workforce.
- Provide advice and assistance to institution members regarding compliance processes, whilst leading on the annual BAFA Affiliation process, reflecting our commitment to respect and collaboration.
- Liaise with British American Football Referee's Association (BAFRA) to support with the appointment of officials to league and knockout fixtures, providing innovative solutions where necessary.
- Support with the delivery of key events such as the National Championship, Vase and Trophy Finals at BUCS Big Wednesday.
- Provide administrative support for the delivery of the annual BUCS American Football Conference.
- Ensure the American Football stakeholder contact list is kept up to date.

### Other

- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies and governance processes
- Undertake any other relevant tasks that are commensurate with the role as required
- This role may involve weekend and evening work as well as some overnight stays at BUCS events (all reasonable expenses will be reimbursed). The role may involve national travel to BUCS member institutions.

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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.

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. To do this, we are looking for a passionate and driven individual who will support the delivery of BUCS American Football programme.

We are seeking an effective organiser and planner, with a high attention to detail. 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.

### Essential knowledge or experience

- Experience in an administrative role.
- Experience in a customer-facing role.
- Experience of working with volunteers.

### Essential skills and abilities

- Good planning and organisational skills.
- Ability to think logically and consistently.
- Ability to self-manage/self-motivate.
- Ability to prioritise tasks.
- Good communication skills (written and verbal).
- Good administrative and data management skills.
- Strong focus on the provision of dynamic customer service.

### Desirable knowledge or experience

- Knowledge of university structures and sport delivery models.
- Experience of the British American Football landscape.
- Experience of working in a membership organisation.