



British Universities & Colleges Sport

BUCS Football & Futsal Sport Advisory Group

CHAIR - ROLE DESCRIPTION

Organisation	British Universities & Colleges Sport (BUCS)
Title	Chair of BUCS Football & Futsal Sports Advisory Group
Remuneration	Voluntary Role (reasonable expenses covered)
Reports To	BUCS Football & Futsal Development Manager
Commitment	Approximately 9-13 days per year
Term of Office	Reviewed annually

ROLE PURPOSE

BUCS is looking to recruit an influential and knowledgeable individual to act as Chair of the BUCS Football & Futsal Sports Advisory Group (SAG). Applicants are welcome from both inside and outside of the HE sector, including but not exclusive to NGB officers, coaches, officials, and administrators with experience of BUCS programmes. Applicants should refer to the person specification as to both the desirable and essential criteria related to this position.

The Chair will lead the SAG in the development of a sport specific delivery plan aligned to the BUCS strategy, and will play a key role in contributing to the strategic development of Football and Futsal within the student sector. It is expected that the Chair will act as an ambassador for BUCS, the Football programme, the Futsal programme and establish relationships with key stakeholders. The SAG Chair will be responsible for monitoring progress against SAG objectives.

MAIN DUTIES AND RESPONSIBILITIES

- Act as an ambassador for BUCS and the Football and Futsal programme
- Chair Sports Advisory Group (SAG) meetings
- Lead development of the SAG's annual delivery plan
- Monitor progress against SAG objectives and lead on assigned area(s)
- Arrange SAG meeting dates and agenda items with the Football and Futsal Development Manager
- Arrange for meeting notes and/or minutes to be distributed to SAG members (The minutes will be noted by a member of the BUCS Development Team)
- Encourage transparent and open communication within the SAG
- Support key relationships between BUCS and relevant stakeholders
- Ensure all members of the SAG comply with the BUCS SAG Code of Conduct (APPENDIX A)

KEY RELATIONSHIPS

BUCS Football & Futsal Development Manager, BUCS Head of Development, the BUCS Competitions Team, National Governing Body contacts, SAG members, BUCS member institutions along with other external partners as appropriate.

PERSON SPECIFICATION

Requirements	Essential/ Desirable
Experience/ Knowledge	
Extensive sport specific knowledge	E
Long term strategic planning and direction	E
Establishing stakeholder relationships	E
Working within voluntary committees	E
Understanding of developments within the wider sporting landscape	E
Understanding of HE sporting landscape	D
Skills & Abilities	
Proven advocacy capability	E
Excellent communication skills	E
Ability to motivate a team	E
Ability to think and act creatively	E

Time Commitment	
Approximately 3-5 SAG meetings per year	3-5 days
Attendance at key sport specific events	2-3 days
Other meetings, preparation and general duties	4-5 days

APPENDIX A – SPORT ADVISORY GROUP

CODE OF CONDUCT

This Code of Conduct applies to all representatives holding roles on BUCS Sport Stakeholder Groups.

PURPOSE

The relationship between BUCS and its representatives on BUCS sport stakeholder groups is an extended one and includes acting on behalf of BUCS with our agreement in different situations and environments. This code applies from the point of acceptance of a representative role and is inclusive of all functions the role incurs in association with BUCS. The code also applies when discussing BUCS or related business during a volunteer's term of appointment.

It is recognised that further guidance is needed to ensure our volunteers know what is expected of them whilst holding a representative role. The purpose of this document is therefore:

- to contribute to a constructive and enjoyable atmosphere.
- to ensure all representatives know what behaviour they have a right to expect from other members.
- to ensure all representatives know what behaviour is expected of them whilst advising on BUCS activity.

EXPECTATIONS

The main expectation BUCS has for sport stakeholder group member conduct is that representatives support BUCS with its ambition to develop higher education sport competition. A volunteer would do this by providing advice and guidance whilst following BUCS policies, and without using negative behaviour which impacts on BUCS, external organisations or BUCS membership.

In addition to being reliable, group representatives are expected to work constructively with other representatives, members and employees. Consequently, when representatives take on a task or role, they are expected to do it in a way which doesn't create excess work or unnecessary pressure for others or unacceptable delays to the task in hand.

Group representatives should also respond constructively with reasonable requests made to them from other representatives, members or employees.

GENERAL

This code may apply in addition to other BUCS policies. There is no expectation all representatives will know the intricate detail of all BUCS policies relating to behaviour. However, most behaviour BUCS considers to be negative is widely understood and accepted as negative behaviour in society.

All support staff and representatives must:

- respect the rights, dignity and worth of others.

- not act in a manner that may intimidate, offend, insult or humiliate another person on the basis of their sex, disability, race, colour, age, religion or national or ethnic origin.
- be fair, considerate and honest in dealings with others without prejudice.
- accept responsibility for their actions.
- make a commitment to providing quality service.
- not use their involvement with BUCS to promote their own beliefs, behaviours or practices where these are inconsistent with those of BUCS.
- maintain high standards of personal behaviour at all times.
- conduct oneself in an appropriate manner relating to language, temper and punctuality.
- refrain from any form of harassment of others.
- refrain from any behaviour that may bring BUCS into disrepute.
- comply with all reasonable directions of BUCS.
- maintain impartiality at all times.
- not make any statement to the detriment of BUCS or the people within BUCS knowing it to be false or without regard as to the validity or falseness of the statement.
- behave constructively in meetings and in relation to decisions.
- not undermine decisions made by BUCS through obstructive behaviour.

CONFIDENTIALITY

Group representatives may come across, or be entrusted with, information either about BUCS, partners of BUCS, or people or polices within which is confidential and / or sensitive information. Peoples' trust in BUCS will be undermined if any of BUCS representatives unnecessarily discuss issues that should not be publicly discussed. Representatives agree to adhere to data protection laws if handling any data, and agree to the terms of our Privacy Policy. Representatives must not disclose confidential or sensitive information received for the purpose of their role.

PARAMETERS

Group representatives are expected to act as ambassadors for BUCS throughout their term of appointment and promote BUCS through their interactions with other stakeholders. However, BUCS needs to make the distinction between the responsibilities of the BUCS paid staff and representatives.

Group representatives are not permitted to:

- commit BUCS to any financial expenditure.
- enter negotiations or make any commitments regarding commercial activity including sponsorship and rights.
- attend meetings where a BUCS representative is requested (without prior agreement of the relevant BUCS staff member at the event).
- make representations to other partners and stakeholders (without prior agreement of the relevant BUCS staff member at the event).

Where opportunities in these areas are identified, the support staff and representatives should immediately refer to the BUCS staff member at the event on the best way to proceed.

BREACH OF CODE

Should there be any breach of the code of conduct by either party, this will be investigated through the relevant event staffing structure and in accordance with BUCS disciplinary guidelines