

Title Team Support Coordinator (Volunteer)
Team GB Students
Manager Chef de Mission



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)

Ahead of the FISU Summer World University Games, British Universities & Colleges Sport (BUCS) is seeking to appoint an experienced individual to perform the position of Team Support Coordinator to support the GB Students delegation due to compete at the FISU World University Games 2025.

The successful candidate will take the role for one FISU World University Games cycle, from appointment through to the end of the Games. The successful candidate will assist the Chef de Mission and other staff in providing excellent support service to the GB Student delegation during the Games.

The FISU Winter World University Games are staged every two years in a different city or region, the summer edition of the FISU World University Games is a celebration of international university sports and culture. With 8,500 student-athletes competing in each event, the FISU World University Games are among the world's largest multi-sports competitions. The Games represent an experience comparable to an Olympic, Paralympic & Commonwealth Games in terms of scale and structure.

It is anticipated that Great Britain will send a delegation of around 150-200 to the FISU World University Games due to be held in Rhine-Ruhr, Germany, between 16-27 July 2025.

The appointed HQ staff must be available for the event and travel periods (12-28 July '25), plus pre-event team orientation and briefing Meetings (every 3-4 weeks in the months leading up to the Games). Appointed HQ staff must also be available for virtual meetings and complete administrative processes where required.

This role is voluntary however all associated expenses will be covered. Candidates must have approval from any current workplace allowing them the time and capacity to commit to all of the above.

The role will involve but not be limited to:

Pre Games:

- Attendance at planning and preparation meetings
- Attendance and supporting in the delivery of team building/briefing activities
- Liaison with other HQ and BUCS staff and team members
- To support with the delivery of freight / customs arrangements/ stock taking and packing
- To liaise with relevant organising committee members and FISU representatives as required
- To contribute to the planning and preparation of operational frameworks and documents

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During Games:

- To provide an excellent support service to the GB Student delegation during the Games, including athletes, team management and the medical team
- To staff the HQ and function as a point of contact for enquiries - resolving, relaying, or escalating issues as needed
- To dress and equip the HQ and GB Students accommodation
- To lead all activities that occur within the HQ at the Games
- To participate in the meet and greet procedures and assist with orientation for arriving teams
- To produce and facilitate the daily competitor schedule
- To coordinate the arrangements for daily transport requirements
- To encourage the support of GB individuals/ teams during competition by other members of the delegation
- To support the Chef de Mission and Deputy Chef de Mission during the accreditation process for all athletes and staff
- To produce the rooming lists
- To prepare for the Team Receptions, and support with logistics for representation and opening and closing ceremonies.
- To attend formal functions as required as a representative of the GB delegation
- To provide support to the Chef de Mission, Deputy Chef de Mission, Team Managers & Officials, Medical staff, and Media Officers as required
- To proactively resolve issues and be solution focused that may arise during the duration of the games.
- To work collaboratively with the media team to support the profile and digital coverage of the Games.

Post Games:

- To attend and contribute to all de-brief meetings as necessary
- To provide any written and verbal feedback as necessary to the BUCS office on the Games.
- To share learnings with others ahead of future international events.

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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 or experience

- Experience in event and/or team administration
- Experience of work conducted at a multi-sports event
- Experience of work conducted at an international sporting event
- An understanding of GBR University sport at both a domestic and international level
- An understanding of the requirements of delegations and staff at an international sporting event
- An understanding of the function of FISU and the role of the local organising committee
- A good understanding of major events and UK high-performance sport, ideally, with experience of engaging with athletes/sports and Organising Committees during competition settings
- A focused approach to building a high-performance environment, with excellent relationship building and communication skills
- Experience in leading and/or working alongside multi-disciplinary staff teams
- Experience of contributing to daily meetings with other staff members to ensure all are best prepared for delivery.
- Proven track record of leading a team and managing projects.

Essential skills and abilities

- Strong communication and interpersonal skills.
- The ability to work confidently and consistently in a pressurised environment
- Ability to work as a team player and individually
- Ability to respond to queries promptly and prioritise tasks
- Ability to retain large amounts of information
- Ability to problem solve and react to time-sensitive issues
- Organised, flexible and conscientious approach to work
- Ability to work with a diverse range of people and partners.
- Leadership and organisational skills.