

Title	GB Students Deputy Chef de Mission / Deputy Head of Delegation
Employer	British Universities and Colleges Sport (BUCS)
Team	GB Students
Manager	Reporting to GB Students Chef de Mission / BUCS Head of International Student Sport
Team	CMO / Chief Physio and wider HQ team (Games time)
Place of work	Remotely during pre-Games with requirement for event preparations at the BUCS Office (20-24 King's Bench Street London, SE1 0QX), or other locations where necessary. Multi-site village model in Changchun, China.
Main purpose of role	British Universities & Colleges Sport (BUCS) is seeking to appoint a Deputy Chef de Mission (Deputy Head of Delegation) to assist the Chef de Mission in the management and delivery of the GB Students delegation due to compete at the FISU Winter Universiade in 2027 (previously FISU Winter World University Games). Continuation will be subject to a satisfactory performance review. There is potential opportunity for the successful applicant to be considered for appointment as Chef de Mission at future Winter Universiade, subject to organisational requirements and demonstrated leadership capability, experience, and continued strong performance.
Games Info	The FISU Winter Universiade are staged biennially as a celebration of international university sports and culture. The Games is considered one the largest multi-sport Winter Games in the world to the Winter Olympics. The Games represent an experience comparable to an Olympic, Paralympic & Commonwealth Games in terms of scale, village life and competition format. The next Games are due to be held in Changchun, China between 15–25 January 2027. It is anticipated that the United Kingdom of Great Britain and Northern Ireland will send a delegation of around 55 -66 to the Winter Universiade 2027.

MAIN DUTIES AND RESPONSIBILITIES

Pre-Games (shall include but not be limited to):

- To participate within regular meetings (in-person or via Teams) as a member of the GB Students Senior Leadership Team, offering constructive opinion and support for the overall delivery of the delegation as part of the GB Students Winter Universiade 2027 footprint.
- To work closely as part of the GB Students SLT with the BUCS Head of International Student Sport and Chef de Mission in the detailed planning for the 3 months in advance of the Winter Universiade.
- To assist in the induction and orientation of Team Managers and Coaches as part of the GB Students preparation programme.
- To attend and play an active role in the delivery of all Team Briefings, including the GB Students Briefing Meeting.
- To contribute to pre-event educational resources and materials designed to support delegates, including anti-doping awareness and welfare and safeguarding guidance.

Games Time (shall include but not be limited to):

- To lead and provide high quality leadership and motivation to all athletes during their preparation and competition phase and the whole duration of the Winter Universiade.
- To support the Chef de Mission in staffing management of the GB Students headquarters team, including scheduling and location mapping of support staff.

- To establish and build relations with the Organising Committee and support structures to cascade all relevant information to GB Students SLT, HQ and National Governing Body staff.
- To provide support as a trusted deputy of the Chef de Mission and deputise as required.
- To assist in the delivery of Chef de Mission & Team Managers' meetings.
- To represent GB Students at formal functions and ceremonial occasions as a senior member of the delegation.
- To input on and act in accordance with Incident Management Reporting.
- To support the delegation planning and logistics to create a high-performance environment.
- To be the main point of contact for Team Managers in respect of sports-specific issues.
- To promote drug-free sport and have a working knowledge of UKAD best practice and The Code (WADA).
- To contribute to pre-event educational resources and materials designed to support delegates.
- To encourage the support of GB Students athletes during competition by other members of the delegation.
- To lead and support sports appeals and sports disciplinary issues (if required).
- To help develop and monitor performance indicators for all participating sports.
- To act and meet requirements in accordance with the official FISU regulations.
- To undertake other duties as delegated by the Chef de Mission as appropriate.
- To implement and act in accordance with BUCS policy, procedure and priorities in liaison with the BUCS Head of International Student Sport.
- To participate in pre-event planning of equipment and supplies in conjunction with the Chef de Mission and BUCS Head of International Student Sport.
- To produce a detailed post-event report, in conjunction with the Chef de Mission and BUCS Head of International Student Sport.

The successful candidate will play an active role in the pre-Games planning and organisation of the GB Students Delegation.

WORKING HOURS

Working hours will be as required to fulfil the role and the significant fluctuating demands throughout the Winter Universiade. The post-holder will be required to acknowledge this and work in a flexible manner to accommodate all requests where appropriate.

November – December 2026:

- Monthly meetings relating to reviewing event regulations
- When in the month of December, most likely weekly meetings or more frequent
- Supporting the International Department with operational tasks crucial for event preparation including reviewing travel options, kit, freight, transport and translation services
- Education of staff on the FISU Games experience
- Increase in momentum leading up to relevant event registration deadlines
- Support at the Team Camp
- Support in potential packing days
- Support in the creation of Team handbook
- Supporting development of key Games time policies and procedures.

January 2027

- Be available to travel with the team from the 8th – 27th of January 2027
- Be able to work independently as part of the Wider Senior Team
- Be Solution focussed in unfamiliar settings

SPECIAL REQUIREMENTS

DBS check up to date and full driving licence.

RELATIONSHIPS & INTERFACES

Report directly to the GB Students Chef de Mission and BUCS Head of International Student Sport. Work closely with the Chief Medical Officer, Chief Physiotherapist, HQ Staff, NGB Staff at Games, including Team Leaders and support staff.

ESSENTIAL EXPERIENCE, KNOWLEDGE AND SKILLS

- An understanding of FISU, the mission and vision, and history of the FISU Winter Games.
- Experience of supporting the coordination and management of staff and personnel at a major multi-sport event.
- An effective coordinator / manager in a high-performance sports environment with a proven track record of successfully leading teams and/or groups.
- An understanding, knowledge and awareness of University sport and the Higher Education sector within the UK's high-performance structure.
- An effective administrator who has experience producing planning documents and reports.
- An effective logistical operator with experience of leading and delivering support services in a high-performance environment.
- Knowledge of an organising committee structure.

DESIRABLE EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience in a supporting or leading role at a FISU International University sport event or equivalent major multi-sport event, including EYOF, YOG, EOG, OG, CWG.
- Able to demonstrate a detailed understanding of the needs of high-performance competitors and officials both before and during international competition.
- Has experience of working in Winter Sports and/ or Games.
- Demonstrated a proven commitment to BUCS and university sport.
- Previous leadership within the international university sport programme including WUGs, EUGs, EUCs.
- Current UKAD Accredited Educator certification.
- MHFA Mental Health First Aider.
- The ability to Ski or Snowboard.

OTHER INFORMATION

Appointments will be made subject to References.

The post-holder will act in accordance with the BUCS Team Members' Agreement and Code of Conduct.

REMUNERATION

This is an honorary position, although reasonable travel and subsistence costs will be paid (where not otherwise provided).

APPLICATION PROCESS

Candidates can apply by sending their CV and Cover Letter to:

Leyanne Jenkins– BUCS Head of International Student Sport at gbstudents@bucs.org.uk

The deadline for applications is Friday 23rd October 23:59hrs.

Interviews will provisionally be held across the following days, if you have any issues with availability across the below, please let us know on your cover letter.

Friday 30th October or Monday 2nd November

Any queries, please feel free to reach out the Winter's Chef de Mission, Chris Purdie via chris@scottishstudentsport.com