

Title Regional Competitions and Events Coordinator
Team Competitions and Performance
Manager National Competitions 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 collectively enable more students to be more 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)

As BUCS builds on its proud history of providing excellent sporting opportunities and experiences that inspire, develop and unite for its members and students, we are looking for people to help shape our future. We provide a thriving professional environment for all involved, inspired by our mission and values. Our values of inclusion, respect, innovation and dynamic will help us to further improve the community for all that work here and for everybody that chooses to engage in our programmes.

The purpose of the role is the coordination and implementation of high-quality, inclusive regional competition that drives participation across our diverse member institutions. This includes administering the London University Sports Leagues (LUSL) programme of over 400 teams, as well as delivering dynamic regional sports events, such as our Regional Fencing Series and LUSL Fest. Additionally, the role supports members in organising and delivering over 150 Conference Final fixtures. The position will explore opportunities for developing new, co-designed, regional based competition offers in collaboration with the competitions and performance team.

Main Duties and Responsibilities

Regional Competition – LUSL and Regional Fencing Series

- Be the main point of contact for all Regional Competition queries, ensuring effective communication with all stakeholders.
- Plan and deliver sporting events – including the portfolio of LUSL events, the Regional Fencing Series and BUCS Conference Finals.
 - Manage all operations related to event delivery - including but not limited to, all pre-event planning, on the day event delivery, and post-event review and future development.
 - Deliver and develop the Regional Fencing Series in collaboration with British Fencing (North East, North West, Midlands, South Eastern and Western). Including but not limited to, all pre-event planning, on the day event delivery, and post-event review and future development.
 - Coordination of Conference Finals Events (Northern, Midlands, South Eastern, Western); Inclusive of liaising with regions as to which institution will host, setting minimum standards, providing BUCS Support to those regions. Coordination of BUCS Staff in attendance (Competitions Support, Engagement team etc), medal coordination.
 - Deliver, Develop and review the LUSL Fest finals event on an annual basis.
- Lead on the administration and facilitation of all LUSL league and knockout based competition structures.
- Administer the BUCS Play fixtures and results service for all associated programmes.
- In conjunction with the National Competitions Coordinator, support member focused BUCS Play training.

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- Support the Sport Governance and Compliance Manager with the effective delivery of the compliance system applied to regional competitions, acting as the first point of contact for all LUSL sport compliance queries.
- Coordination of the LUSL Management Group, acting as secretary of the group, responsible for the constant review and development of the LUSL programme.
- Collate and analyse feedback on the programme from all stakeholders.
- Represent LUSL in all London Regional Meetings.
- Coordinate all marketing and communications for associated programmes, including social media management and creative marketing campaigns, and liaise with the BUCS Digital and Engagement team on website updates, news stories and direct emails to members and partners.
- Financial management of all associated income and expenditure related to regional competitions inclusive of LUSL.

Development of LUSL and Regional Competition Offers:

- Work with the National Competition Manager regarding competition structures, changes required and development of leagues and/or other structures where appropriate.
- Work with the LUSL Management Group to deliver and develop the LUSL Awards programme.
- Support the membership to develop proposals for new regional competition offers, attending regional meetings where appropriate.
- Work with the Data and Insight team to better understand the demographic of LUSL participants, developing bespoke opportunities to meet their needs and demands.

Other

- This role will involve weekend and evening work and overnight stays at BUCS and LUSL events.
- It is desirable that the post holder must have a clean driving license and be a confident driver.
- Professionally represent BUCS at all times.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and the Competitions and Performance team.

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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

- Knowledge and experience in administrative tasks and data management.
- Experience of coordinating sport competitions
- Experience of coordinating sport events.
- Experience of utilising competition management systems.

Essential skills and abilities

- Excellent planning and organisational skills.
- Ability to think logically and consistently.
- Good people skills, ability to negotiate.
- Ability to self-manage/self-motivate.
- Ability to prioritise tasks.
- Ability to develop creative solutions to complex problems.
- Excellent communication skills (written and verbal).
- Strong presentation skills (PowerPoint and in person).
- Good financial management and budgeting skills.
- Strong focus on the provision of customer service.

Desirable knowledge or experience

- Previous experience in a Coordinator or Officer role.
- Experience of working in a membership organisation.
- Experience of developing competition programmes i.e., fixture building, league programming.
- Knowledge of NGB competition structures and player pathways.
- Knowledge of university structures and sport delivery models.
- Understanding of BUCS sport and Higher Education structures, competition and event schedules, leagues and championships.