

# ROLE DESCRIPTION – BIG WEDNESDAY EVENT STAFF

<b>Event Dates</b>	18 - 19 March 2025
<b>Location</b>	Loughborough University
<b>Reporting to</b>	BUCS Head of Events & BUCS Sport Leads
<b>Remuneration</b>	Voluntary - reasonable expenses paid
<b>About</b>	Please note that this role is available as a professional development opportunity to both internal BUCS staff, and individuals currently employed or engaged by a BUCS member University.

## OVERVIEW

British Universities & Colleges Sport (BUCS) are looking to appoint staff to be part of the event team running BUCS Big Wednesday in 2025. Returning to the 2024 host, Loughborough University, it is set to be two days of nonstop sport encompassing 57 finals!

BUCS Big Wednesday is the culmination of our team sport league programme and the event will see 114 of the UK's top university teams head to Loughborough to compete for Championship, Vase and Trophy titles in 16 sports – American Football, Badminton, Basketball, Fencing, Football, Hockey, Lacrosse, Netball, Rugby League, Rugby Union, Squash, Table Tennis, Tennis, Volleyball, Water Polo and Wheelchair Basketball.

The successful applicant will be part of the BUCS Big Wednesday team, collectively working towards the overall aim of delivering the event to the highest standards and ensuring all 1,800 competitors across 16 sports have the best sporting experience.

The role will require all day availability on Tuesday 18 March for pre-event set up and Wednesday 19 March for the duration of the day. Due to the late finish on Wednesday, accommodation is offered, enabling the successful candidate to return home Thursday morning. The successful candidate will need to be available to attend the pre-event briefing, likely virtual, in February and onsite orientation the day you arrive at the event.

## ROLE DESCRIPTION

### Pre-Event:

- To attend the staff briefing (virtually)
- To liaise with the Events team and other BUCS personnel as required

### General Event Requirements (to include but not limited to):

- To support the event team with event general set up and de-rig
- To work with and as part of the BUCS Event Team to provide excellent customer service to BUCS members, BUCS Officials and BUCS Medical personnel during the event.
- To work with and as part of the BUCS team to ensure the event is run to the highest standard.

## KEY RESPONSIBILITIES

- To assist in one or more of the following areas: sport, registration, results, presentations, media and/or volunteer management.
- To liaise with event leads for different sports/areas
- To support the event leads for sports in the running of the competition
- To provide administrative support to the Event Team as required
- To undertake other duties as designated by the Head of Events

## DESIRABLE QUALIFICATIONS/ EXPERIENCE

- A high level of understanding of UK University sport at a domestic level
- Previous experience in a similar role in a national level event
- An existing and positive working relationship with BUCS staff
- An understanding & experience of BUCS internal processes, procedures and frameworks

## PERSONAL ATTRIBUTES

- Ability to work both as a team player and independently
- Ability to respond to queries with customer service at the forefront
- Flexible and conscientious approach to work
- Professional
- Honest
- Work effectively in a high-pressure environment

## APPLICATION PROCESS

Candidates should complete their application via Microsoft Forms by Friday 6 December 2024.

Internal BUCS candidates should discuss this opportunity in the first instance with their line manager and obtain their line manager's approval before applying for the role.

Candidates from BUCS member institutions should please provide a letter of support from the Head of Sport (or equivalent) at their institution, clearly stating and fully committing on behalf of the institution that the applicant will be made available to fulfil the requirements of the role.

External applicants should apply via [this Microsoft Form](#).

Queries regarding this role should be directed to Alice Wilkie, BUCS Head of Events, [alice.wilkie@bucs.org.uk](mailto:alice.wilkie@bucs.org.uk).