

Title	Sport Administrator
Team	Delivery Directorate
Manager	Event Manager / National Performance Manager (project management via International team).



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)

The purpose of this role is to provide high-quality administrative support across BUCS, with a primary focus on the Competitions, Events and International teams.

The role will vary depending on the time of year and business priorities. The ability to follow process, manage a varied workload and adapt to supporting different teams and functions will be crucial to success. The postholder will work both independently and collaboratively to ensure administrative activities are delivered efficiently, accurately and in line with BUCS policies and procedures.

Main duties and responsibilities

Events Administration Support

- Liaise with Event Managers, Coordinators and wider team members to support the delivery of competitions and events.
- Coordinate and undertake the packing and unpacking of event equipment and materials.
- Administer equipment orders and related event logistics.
- Support the general administration of BUCS events including but not limited to event billing, expense processing and updating BUCS points.
- Provide administrative support for all BUCS delivered and third party delivered sport event programmes.
- Support the events team with on the day event delivery as and when required.
- Work with the Digital & Engagement team to coordinate post-event feedback communications.

Competition Administration Support

- Support the development and administration of National Leagues, including fixture generation, data uploads and collection and communications.
- Provide administrative support to sport stakeholder groups, including but not limited to: league management committees, sports advisory groups, competitions group and appeals panels.
- Support the administration of National League minimum operating standards audit, including compliance monitoring and annual review processes.
- Undertake administrative tasks to support the BUCS Super Rugby programme.
- Coordinate the annual presentation, return and engraving of National League trophies.
- Support the administration of the LUSL league fixtures and events.

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International Sport Administration Support

- Support the administration of athlete, volunteer and staff data, ensuring accurate record keeping and compliance with data protection requirements.
- Assist with the coordination of logistics for international sporting events, including travel, accommodation, accreditation and kit orders.
- Support inbox management and respond to general enquiries relating to international programmes.
- Assist with the coordination of communications to athletes, staff and member institutions.
- Provide general administrative support to ensure the smooth running of international sport programmes.

Organisational Administration Support

- Provide flexible administrative support across BUCS departments in response to business needs and priorities.
- Support Governance, Finance, International Sport, Competitions, Events and other teams with administrative activities as required.
- Maintain accurate records, documentation, databases and filing systems.
- Assist with procurement, finance and reporting administration processes.
- Monitor and respond to shared inboxes and enquiries, escalating issues where appropriate.

Collaboration

- Provide support to the Event Team and Competitions team on the day event delivery as and when required.
- Undertake duties as can be reasonably expected to ensure the smooth running of BUCS and in compliance with BUCS policies and governance processes.
- Work collaboratively with the finance administrator to ensure smooth administration of all financial and procurement processes.
- Work with the digital & engagement team to ensure efficient administration of both BUCS points processes and all feedback and events communications.

Other

- This role will involve weekend and evening work and overnight stays at BUCS events.
- The post holder must have a clean driving license and be a confident driver.
- Professionally represent BUCS at all times.
- Undertake any other relevant tasks that are commensurate with the role as required.

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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 coordinating projects and ability to meet deadlines.
- Competent user of digital tools and Microsoft Office, in particular Excel.
- Evidenced experience of delivering excellent customer service.
- Experience of working independently and as part of dynamic teams.
- Experience of working at sports events.

Essential skills and abilities

- The ability to analyse and solve problems.
- The ability to work well in a team and independently.
- Good written and verbal communication skills.
- Flexible and conscientious approach to work.
- Excellent planning and organisational skills.
- Excellent administrative skills.
- Ability to follow process.

Desirable knowledge or experience

- Understanding of BUCS sport and Higher Education structures, competitions and event schedules.
- Experience of working in a membership organisation.
- First aid qualification.