

JOB DESCRIPTION



Title	Team Leader – GB Students, American Football
Employer	British Universities & Colleges Sport (BUCS)
Term	December 2019 – July 2020
Reports to	BUCS International Performance Manager and International Coordinators

Main purpose of role

To act as the lead staff member of the team with ultimate responsibility for the behaviour, conduct and well-being of the players and staff during both the preparation phase and the event period.

To support all of the operational requirements for the GB Students American Football Team, in preparation for the FISU World University American Football Championships 2020.

Working directly with the BUCS Performance Team, the post holder will provide vital administrative support to student-athletes and team staff involved in the programme.

Main duties and responsibilities

Pre-Event

- Support the BUCS Performance Team with the organisation of the GB Students American Football Team, this will include:
 - Providing administrative support for the recruitment process of team staff
 - Ensuring all appointed staff and selected athletes are appropriately briefed and supported
 - Liaising with the British American Football Association (BAFA) and BUCS to create a clear student-athlete nomination and selection process
 - Organising and communicating approximately two player selection events
 - Organising both the team staff and student-athlete selection panels
 - Providing budgetary advice and guidance
 - Assisting BUCS with the collection and checking of required paperwork
 - Assisting BUCS with logistical requirements such as flights, equipment and teamwear kit
 - Creation of team documents, policies and procedures in conjunction with BUCS
 - Being the main contact point for all student-athletes, team staff and BUCS representatives
 - Providing regular progress updates to BUCS and BAFA

During the Event

- Attendance at briefings and technical meetings as applicable
- Dissemination of relevant information to the team
- Responsibility for overall welfare and wellbeing of team
- Lead and co-ordinate the team operationally
- Main point of contact with FISU, Local Organising Committee, Technical Officials and volunteers
- Main point of contact with BUCS Performance and Communications teams in the UK
- Support and assist with performance issues

- Be responsible for support of any technical queries, appeals, protest situations and anti-doping requirements

Post Event

- Submit a post event report, including a technical performance report, with any associated recommendations to BUCS and BAFA

Other duties and responsibilities

- Undertake other administration tasks as appropriate
- Undertake duties as can be reasonably expected to ensure the smooth running of the programme
- Carry out duties and responsibilities at all times in compliance with BUCS policies

Key Relationships:

- Representatives from BUCS, BAFA, IFAF and FISU
- BAFA National Programme Lead
- GB Students Team Staff
- Student-athletes

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

Remuneration

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



PERSON SPECIFICATION

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Essential

- Highly developed level of professionalism
- Excellent team leadership with the ability to inspire, enthuse and motivate others
- Experience of travelling with a team and of team welfare and wellbeing practises
- Strong experience in organisational, administration and management skills; including the ability to delegate tasks to appropriate persons
- Ability to build positive personal relationships with staff in order for them to maximise their potential
- Ability to build positive personal relationships with the coaches of elite players and the players themselves
- Being familiar with the National Governing Body Doping Regulations/Policy
- Have completed or be working towards UK anti-doping advisor qualification
- Experience in managing finances, creating budgets, measuring spend vs. actual and reporting on all of the above
- The ability to maintain a calm and confident demeanour in the face of adversity, challenges and disappointments
- The ability to work independently and as part of a team and the skills to adopt an appropriate way of working in response to challenges
- The ability to set priorities, meet deadlines, and work flexibly to meet outcomes required in a dynamic environment
- Good IT and administration skills; Microsoft Word for reports, Microsoft Excel for reports, and Microsoft PowerPoint for presentations.

Desirable

- Understanding of American Football
- Experience of working in a high-performance environment
- Experience of leading a team at an international level
- Experience of organising international team events
- Knowledge of international competition rules and regulations