University of Nottingham
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Role profile

Job title	BUCS Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Department of Sport	Location	David Ross Sports Village

Purpose of role

To support the delivery of the BUCS (British Universities and Colleges Sport) and EUSA (European University Sports Association) programs for the University, with the aim of maximising the student experience and the quality and value for money of delivery. Liaising with internal and external stakeholders including, other institutions, BUCS central office, facility providers and students among others.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Fixture Management** ▪ Maintaining and updating the BUCS fixture spreadsheets. ▪ To assist in booking appropriate facilities to accommodate home fixture commitments. ▪ To assist in booking cost-effective transport and as required accommodation to facilitate our teams at away fixtures. ▪ Maintain efficient dialogue with other Universities' Sport Administrators with regard to all fixtures to ensure UoN performance is not disadvantaged. ▪ Collating and inputting all BUCS results as appropriate to required University & BUCS timescales. ▪ Ensure Club Captains / Officers ~~complete~~ have appropriate destination information for BUCS away fixtures ▪ Liaise with Clubs to ensure Match Officials are available and paid as required, including maintaining a record of any student reimbursements made in accordance with university financial procedures. ▪ Ensure timely interventions around BUCS fixture arrangements, travel requirements, booking and confirming BUCS match venues and officials as appropriate.	50%
2	**Internal and external communication:** ▪ Monitor the BUCS website and other communications to ensure up to date knowledge of BUCS events. ▪ Ensure thorough communication with clubs and students around entry processes and deadlines for BUCS events. ▪ Maintain an active knowledge of general and sport-specific regulations to ensure compliance with BUCS requirements. ▪ To assist in ensuring BUCS and any NGB-related payments are processed within required timescales.	20%

	▪ To assist in processing all BUCS, EUSA and FISU entries. ▪ Maintain a dialogue with the BUCS Office and regional meetings as required. ▪ Support the BUCS and International Competitions Coordinator with information relating to appeals and disciplinaries as required. ▪ Liaise with and support the Sports Development Team and other colleagues engaged in delivering administrative and practical support to Sports Clubs. ▪ Support the planning and delivery of captains' training, coach inductions and other coach and club related training as required. ▪ Highlighting key successes / results to the Department Media & Press Officer for story/picture follow-up by them.	
3	**Finance and reporting** ▪ Help maintain a record of and report on BUCS expenditure against allocated budgets. ▪ To record and check all BUCS and EUSA related invoices for accuracy and then process for payment. ▪ Support with the provision of financial reporting and tracking of expenditure as required. ▪ Support the collation and reporting of key data within the performance team against strategic objectives. ▪ Liaise with Students' Union Finance and other Students' Union Departments as required. ▪ Maintain the YesRef officials payment website to ensure that all games and payments are correctly administered. ▪ To assist in processing student expenses in a timely manner and maintain an accurate record of payments made.	20%
4	**Events and Awards** ▪ Maintain the record of University Sports Awards, e.g. Team / Club / Athlete of the Year. ▪ Support the annual Sports Awards process as required, including collation and distribution of nominations. ▪ Support University sport related events as required, including but not limited to: Sports Awards, Welcome Fayre, Open Days and Sporting Excellence Awards. ▪ To assist in the planning and delivery of multi-sport events, including BUCS Big Wednesday and BUCS Nationals.	7%
5	**Other Duties** ▪ General administrative tasks pertinent to the role. ▪ Deputise for the BUCS and International Competitions Coordinator as required. ▪ Support the wider Sports Senior Management Team as appropriate to the role. ▪ Other duties as reasonably required relating to the role.	3%

Person specification

	Essential	Desirable
Skills	▪ Excellent oral and written communication skills. ▪ Ability to work both independently and as part of a team. ▪ Ability to establish and maintain effective working relationships with people at all levels. ▪ Ability to prioritise work effectively and meet deadlines. ▪ Excellent interpersonal skills that build trust and respect. ▪ Analytical skills, with a solution-focussed and innovative approach to problem solving. ▪ Ability to multi-task and manage a diverse workload. ▪ Strong IT skills including use of Microsoft Excel, Outlook and Word. ▪ Proven excellent administrative and organisational skills.	▪ Demonstrable event organisation skills, ideally sports related. ▪ Passion for student sport.
Knowledge and experience	▪ Experience of effective budgetary control. ▪ Experience in producing reports and monitoring financial data. ▪ Experience of delivering excellent Customer Care. ▪ Project administration experience. ▪ Knowledge or experience of handling sensitive data.	▪ Experience and knowledge of the BUCS sporting offer, regulations and engagement issues. ▪ Experience of sports administration. ▪ Experience with Corporate IT Systems. ▪ Experience with Sports Competition Management Systems.
Qualifications, certification and training (relevant to role)	▪ Minimum grade C GCSE English and Maths. ▪ Certification or professional qualification at Level 3 or a previous administration experience.	▪ Talent Lifestyle athlete support (TALS) qualification.

Athena SWAN Silver Award

As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those whose protected characteristics under the Equality Act 2010, are not well-presented in our current staff body.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is open and welcoming of others, approachable and respectful. Considers the wider point of view and delivers appropriate support and guidance to colleagues.
Taking ownership	Shows initiative and takes responsibility for own actions. Offers clarity and tactful support to colleagues to aid decisions and actions.
Forward thinking	Demonstrates the ability to learn, and enjoys the opportunity to develop. Likes to share and implement new ideas and improvements in their area of work. Seeks feedback from others
Professional pride	Is self-appraising, seeking feedback from others and acts as a great role-model at all times. Keen to deliver the job well and be an effective member of the team.
Always inclusive	Is sensitive to the needs of others and understands every person is important, right across the organisation, irrespective of level, culture, disability or any other characteristic.

Key relationships with others

