

# **BUCS Competition Commission Lead** **(Appointed)**

<b>Organisation:</b>	British American Football Association (BAFA)
<b>Purpose of position:</b>	To be the University Competition Lead for British American Football
<b>Responsible to:</b>	Director of Operations
<b>Responsible for:</b>	The effective organisation of all University American Football competitions and to act as the key point of contact to ensure a strong relationship between BUCS and BAFA
<b>Length of term:</b>	Appointed every 4 years (a Commission Lead may serve on the Operations group for a maximum of two terms of four years)
<b>Position type:</b>	Voluntary
<b>Reward/ benefit:</b>	Reasonable travel expenses paid to attend Operational meetings, Plus free entry to Brit Bowl
<b>Commitment:</b>	To attend Operations Group meetings at least 4 times a year. We expect the role will need a minimum of 2 hours per week voluntary time - in some cases it will be more.

## **Key tasks and duties**

- Attend all Operations group meetings and communicate regularly with the Director of Operations
- Input into the operational plan
- Manage the BUCS league and play off arrangements on behalf of BAFA and the BAFA relationship with the associated stakeholders
- Closely liaise with BAFRA to ensure that the top-level competitions have coverage from BAFRA neutral officials and that as far as possible all BAFA organised competitions are covered by BAFRA Officials
- Manage the Registrations Team
- Recommend solutions to any dispute regarding fixtures and find solutions
- Manage a large volunteer workforce and deploy them to support competition delivery
- To develop and adhere to a yearly budget in conjunction with the Director of Operations in line with your 12-month objectives.
- To work closely with the other members of the operations group to ensure that best practice is shared and that strategies are cohesive
- Maintain and build on the BAFA and BUCS relationship to ensure we have a strong and long-term partnership; working closely with the Director of Operations and other designated board members

## **Key skills**

- An ability to organise competitions and be mindful of the planning they ensue word choice
- Excellent project management skills, both long term and short term

## **British American Football Association**

---

- Strong attention to detail and the ability to forward plan essential
- Strong communication skills that include both listening and the ability to work with a variety of internal and external stakeholders
- The ability to motivate and lead a volunteer workforce is essential

### **Key Competencies**

- High level of integrity/probity
- Ability to think and act strategically
- Excellent leadership skills
- Be able communicate concisely, effectively and with transparency
- Act as a positive role model for the sport
- Take responsibility and be accountable for collective actions
- Act in the best interests of the commission, not for an external representative group
- Be able to work in partnership to develop solutions to challenges
- Demonstrable commitment to ethics within the sport
- Demonstrable commitment to equal opportunities and equality
- Have a sound awareness of fiduciary responsibility
- A general enthusiasm for the sport of American Football.

### **Eligibility**

Any person possessing the necessary and appropriate experience in the **Key Competencies and skills** associated with being a competition commission lead within BAFA is eligible to be nominated and/or to apply for the position of commission lead provided they: -

Do not possess a criminal record inappropriate for the position within the sport

Have not previously been removed, dismissed or disciplined within or from BAFA or any other NGB or related body.

BAFA is accountable to its Membership and its stakeholders. Because of this accountability, level of responsibility and high-profile nature of the position of Age Group Competition Commission Lead, BAFA must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position. All nominations and applications will be carefully assessed.

To apply please send a CV and outline of what you would bring to the role to [steve.rains@britishamericanfootball.org](mailto:steve.rains@britishamericanfootball.org) by 5pm, Sunday 3 February, 2019.