

Commonwealth Games England



EXECUTIVE ASSISTANT AND OFFICE ADMINISTRATOR

THE COMMONWEALTH GAMES

The Commonwealth Games is a multi-national, multi-sport event. Held every four years, it involves the elite athletes of the Commonwealth of Nations. Attendance at the Commonwealth Games is typically around 5,400 athletes.

The Commonwealth Games Federation (CGF) is the organisation responsible for the direction and control of the Commonwealth Games. Individual participating countries have Commonwealth Games Associations, responsible for the national team's attendance and performance at the Games.

The first Games, then known as the British Empire Games, were held in 1930 in Hamilton, Ontario, in Canada. The name changed to British Empire and Commonwealth Games in 1954, to British Commonwealth Games in 1970 and to the current name of the Commonwealth Games in 1974.

As well as many Olympic sports, the Games also include some sports that are played mainly in Commonwealth countries, such as lawn bowls, netball and squash.

There are currently 53 members of the Commonwealth of Nations, and 71 teams participate in the Games. The four constituent countries of the United Kingdom - England, Scotland, Wales and Northern Ireland - send separate teams, and individual teams are also sent by Guernsey, Jersey and the Isle of Man.

Only six teams have attended every Commonwealth Games: England, Australia, Canada, New Zealand, Scotland and Wales. Australia has topped the medals table at eleven games, England at seven and Canada once.

Birmingham 2022 will be the third addition of the Games hosted in England. The previous two additions were in London in 1934 and in Manchester in 2002.

COMMONWEALTH GAMES ENGLAND (CGE)

Commonwealth Games England is responsible for preparing and delivering the England Team at the Commonwealth Games and Commonwealth Youth Games. Our core purposes are to lead and manage the participation of Team England and to deliver excellent performance and support environments. CGE also aim to represent England effectively within the CGF, and to raise the profile and reinforce the value, reputation and future of this great sporting event.

BIRMINGHAM 2022

The English city of Birmingham will play host to the 2022 Commonwealth Games taking place from the 27th July – 7th August. Commonwealth Games England is the host association for the Games, alongside key partners Her Majesty's Government represented by the Department of Culture, Media and Sport, Birmingham City Council, The West Midlands Combined Authority and the Commonwealth Games Federation. Commonwealth Games England will work very closely and collaboratively with the Organising Committee responsible for delivering the Games.

JOB DESCRIPTION

ROLE PURPOSE

To work closely with, and provide administrative support to the CEO, Chair and Board. The role is also responsible for managing the day-to-day operations that keep Commonwealth Games England running smoothly.

ACCOUNTABILITIES

CEO, CHAIR AND BOARD SUPPORT

- Manage the CEO's diary
- Support the CEO with key stakeholder management and partner relationships
- Support the CEO on projects as required
- Organise a programme of Commonwealth Games England Board Meetings and provide support for the Company Secretary for these meetings.
- Manage Board-related communications and support the Chair and Non-Executive Directors
- Organise twice annual NGB CEO meetings in Birmingham in the lead up to B2022
- Plan and co-ordinate the annual AGM

BUSINESS OPERATIONS

- Be the first point of contact for all external communications into CGE
- Develop and manage a positive relationship with office share/landlords, Sport and Recreation Alliance
- Work with the Head of Finance to manage the budget for the AGM, Board meetings, office management, CEO and Chair support
- Coordinate and deliver the organisation's programme of business and networking events.
- Administer the on-boarding of new staff
- Support the Commonwealth Games England team as required
- Organise the maintenance of the office and equipment and purchase any stationary/stock, etc as required

GENERAL

- Undertake other duties and responsibilities as required in the delivery of the organisation's business
- Support the requirements of the Birmingham 2022 Organising Committee as required
- Be a key member of the Birmingham 2022 Commonwealth Games delivery team
- Be an approachable, positive and 'go to' person within the team

ROLE DETAILS

This role is accountable to the CEO, based in London. The role is on a full time contract of 35 hours per week. Occasional national and international travel may be required.

The successful candidate will receive a salary of circa £25,000 per annum plus benefits.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience		
Managing and administering people matters e.g. recruitment/ contracts	✓	
Managing stakeholder and partner relationships	✓	
Managing an office	✓	
Servicing a Board and/ or Committees – organising meetings, papers etc.		✓
Event organisation/ administration, ideally in sports events		✓
Skills		
Project management skills		✓
Excellent time management and planning skills	✓	
Excellent IT skills – Word, Excel, Database, Email etc.	✓	
Excellent communication skills	✓	
Behaviours/ Competencies		
Passion for sport	✓	
Commitment to the Commonwealth Games	✓	
Customer Service	✓	
High attention to detail/ quality-focussed	✓	
Qualifications/Knowledge		
A business qualification (NVQ, degree etc.)		✓

RECRUITMENT PROCESS AND APPLICATION INSTRUCTIONS

Please send your CV and a covering letter outlining your suitability for the role to recruitment@teamengland.org

The closing date for applications is 5pm on Thursday 25th July. Interviews will be held at our offices in Holborn, Central London on Thursday 1st August.