

# COMMONWEALTH GAMES ENGLAND



## HEAD OF GAMES SERVICES – MATERNITY LEAVE COVER (12 MONTH CONTRACT)

### 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

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. Commonwealth Games England 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 27<sup>th</sup> July – 7<sup>th</sup> 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**

The role will lead the sport, performance and Games operations responsibilities of the organisation and will play a key part of the Games planning for Birmingham 2022 during this period.

### **CONTRACT DETAILS**

This role is accountable to the CEO, based in London. The role is preferably for a fixed 12-month term, stretching over two maternity leave covers. The first three to six months is likely to focus more on Games Delivery aspects of the role, with an increase in sport activity towards the final six months. Whilst the preference is for a full time candidate, for the right candidate, there is flexibility for a secondment or consultancy opportunity. Ideally, the post holder would be able to take up the role as soon as possible and by no later than 1 April 2020.

Dependent on the skill set and performance of the post holder, there may be the opportunity to extend this contract into another Games Time role through until September 2022.

The successful candidate will receive a salary of circa £50,000 - £55,000 per annum (pro rata salary or equivalent day rate based on experience) plus benefits depending on experience. National and international travel may be required.

## **ACCOUNTABILITIES**

### **GAMES DELIVERY**

Whilst the procurement, scope, design and delivery of kit for the Birmingham 2022 Games is currently being managed by an external consultant, you will have overall accountability for the project. You will need to meet regularly with the kit consultant and the supplier to ensure the project is being delivered on budget, accurately against the project plan, and that the needs of each NGB are being met.

Attend regular Athletes Village board meetings in Birmingham to understand the intricacies and operation of the Village, sharing relevant information with the Chef de Mission to collaborate on required feedback and input where necessary.

Once an accreditation platform is identified, work with supplier to establish / build the required data capture fields and forms that will be required. Dependant on timings, you may also support in the recruitment of the Commonwealth Games England accreditation team.

Continue management of existing relationships with each of the venues identified as Commonwealth Games England venues for Games Time – Team Hotels, Clubhouse, Satellite Village locations, Performance Centres. Where contracts are yet to be finalised, continue with negotiations as required.

As the Ticketing FA is established at the Organising Committee, establish a working relationship enabling influence over the set up portals, and timing of ticketing phases.

## **SPORT**

- Work closely with the Chef de Mission to continue the initial sport and performance planning and management of existing relationships with nominated NGB Team Leaders and Performance Directors for Birmingham 2022.
- Working closely with the Sport Manager, project plan and manage the 2022 Team Leader Development Programme, culminating in delivering the first Team Leader Workshop of the cycle.
- Act as organisational lead for all performance and athlete welfare matters with key Organising Committee personnel and partners as required during this timeframe.
- Act as the organisational lead for accreditation allocations working closely with the Chef de Mission to update on any sport changes.
- Work closely with the CEO to deliver key Sport England talent, development and other relevant Sport England priorities as required under the conditions of the grant award.
- Coordinate and manage the Commonwealth Games England Board Sport Sub Committee meetings and present key departmental updates as required.

## **COMMONWEALTH YOUTH GAMES**

- Oversee Games planning for the 2021 Youth Commonwealth Games in Trinidad and Tobago coordinating key team members in the planning phase of the project.
- Work closely with the Youth Games Coordinator to oversee:
  - Team Leader engagement and Games planning meetings.
  - Organising Committee and Commonwealth Games Federation engagement and submissions as required.
  - Confirming sport travel arrangements and booking travel.
  - Scoping kit requirements and approving competition wear
  - Designing and implementing a team accreditation process to collect the relevant team information.

## **GENERAL**

- To line manage a Sport Manager, Kit Manager, Commonwealth Youth Games Coordinator, and Accreditation Manager once each of them are in post, providing ongoing support and guidance.
- To line manage a Games Delivery intern and attend necessary internship workshops and conferences hosted by the Commonwealth Games Federation
- Be the main point of contact for the Birmingham 2022 Organising Committee and filter information through to necessary FAs within Commonwealth Games England
- Prepare quarterly updates to be shared with the Board and attend meetings to present any key new information.
- Schedule regular meetings with the CEO and Chef de Mission to continue Games planning and share information
- Build and maintain strong working relationships with the Commonwealth Games England executive team to ensure collaboration and team engagement across key on projects.
- To attend all planning meetings and completing the relevant risk registers representing the Sport, Performance and Operations team functions.
- Undertake other duties and responsibilities as required in the delivery of the organisation's

business

- Be an approachable, positive and 'go to' person within the team

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience</b>		
An understanding of sport in England, the UK and internationally, particularly the objectives of the Commonwealth Games	✓	
Have previous national or international experience working within high performance sport	✓	
Experience of developing and implementing operational delivery within a sport event environment	✓	
Experience of operational delivery within an Olympic, Paralympic or Commonwealth Games environment	✓	
Experience of/ an understanding of the needs of elite athletes and coaches	✓	
Ability to work long hours, often under pressure, whilst balancing conflicting demands and managing deadlines	✓	
Experience managing and reporting against large budgets, including the ability to meet targets and identify efficiencies	✓	
<b>Skills</b>		
Excellent planning and organisational skills with a high attention to detail	✓	
Excellent verbal and written communication skills	✓	
Ability to resolve issues / problems swiftly and at the lowest level both informally and formally	✓	
Ability to handle pressure, manage unexpected events in a stressful situation including crisis management	✓	
Excellent IT skills including Word, Excel, PowerPoint, use of Outlook and other communications devices	✓	
<b>Behaviours/ Competencies</b>		
Passion for sport and the Commonwealth Games	✓	
Sound judgment	✓	
Resilience and focus on achieving results through consultation and collaboration with others	✓	
Personable, engaging and tenacious	✓	
Ability to work under pressure	✓	

## RECRUITMENT PROCESS AND APPLICATION INSTRUCTIONS

Please send your CV and a covering letter outlining your suitability for the role to [recruitment@teamengland.org](mailto:recruitment@teamengland.org)

The closing date for applications is 5pm on Monday 17 February 2020.

Interviews will be held at our offices in Holborn, Central London on Monday 24 February 2020.