



Job title	Commonwealth Games Federation Partnerships (CGFP) – Executive Team Assistant
Position Type	Full time
Location	Birmingham with the ability to travel

1. Job Purpose
<p>The vision of the Commonwealth Games Federation (CGF) is to build peaceful, sustainable and prosperous communities globally, by inspiring Commonwealth athletes to drive the impact and ambition of all Commonwealth Citizens through Sport.</p> <p>To support the delivery of its Transformation 2022 Strategy, the CGF has formed CGF Partnerships, a joint venture entity with Lagardère Sports.</p> <p>CGF Partnerships (CGFP) will focus on delivering solutions to enhance the Commonwealth Games Movement and the Commonwealth Games through implementation of key strategic priorities and actions that will:</p> <ul style="list-style-type: none">• Provide the CGF with immediate access to skills and expertise• Support the development and delivery of the Commonwealth Games and ensure that they deliver a strong legacy for Host Cities• Provide the people, systems and Games delivery experience to ensure that the Commonwealth Games are delivered efficiently and cost effectively, with CGFP team members working with Organising Committee (OC) staff to form truly integrated delivery teams• Create new pathways for revenue growth• Support other CGF events and the targeted development of CGAs• Provide a vehicle that will support the CGF and which will evolve as the CGF's planning develops <p>This role will support the CGFP Executive, with responsibilities including overseeing the day-to-day management of the CGFP team, project management, Finance, Human Resources, Secretariat and Administration.</p> <p>We are looking for a highly driven and proactive individual, coupled with excellent organisational skills, who enjoys working in a fast-paced and dynamic environment.</p>

2. Key Responsibilities and Accountabilities
<p>Executive Office support</p> <ul style="list-style-type: none">• Oversee the day-to-day management of the CGFP office, carrying out general tasks, such as project management, drafting letters and reports, scheduling, and general administration activities• Provide secretariat support - organising meetings (including Board meetings and Executive Committees), diary management, co-ordination of Board reports, preparing meeting minutes and associated logistics for internal and external stakeholders.• Provide support for human resources related activities and recruitment processes, including onboarding of all new staff.• Keep track of holidays, sick-days and ensure team calendars are kept up to date.• Work with the wider CGFP team on ad hoc projects, research tasks and external events. Be flexible and willing to travel and attend external events if necessary.• Lead on team building activities, including regular catch-ups, team 'away days' and social events.• Diary management and travel/accommodation planning.



- General support with office tasks as required.
- Support with presentations, meetings and workshops when required.
- Support with report writing, taking notes and tracking follow-up actions.

Finance support

- Assist with day to day payments and invoices.
- Support the Finance team with tracking of budget and providing summary reports on finances.
- Inputting numerical data accurately and efficiently into in-house systems and spreadsheets.

Responsibilities of this role will evolve with the changing needs of CGFP and Birmingham 2022 Games master schedule. We are seeking an individual who will successfully perform the tasks identified above, as well as help shape the Executive Office responsibilities moving forward. The candidate should therefore thrive in a team environment and be flexible and adaptable to different phases of a large-scale and complex programme.

Area	Critical
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a fast-paced environment, excellent organisational, and project management skills • Ability to produce high quality power point presentations for Board Level meetings • Experience developing relationships with stakeholders and key Partners. • Experience of working on politically sensitive projects is favourable. • Experience of working in environments with multiple and diverse stakeholders. • Experience of basic book keeping requirements
Skills and Abilities	<ul style="list-style-type: none"> • Demonstrates clear, positive and tactful communication skills, both verbal and written. • Open to challenges and has a positive approach when taking on new tasks. • Able to multi task and work effectively under pressure. • Able to work independently but contributes to effective team working. • Builds strong internal and external peer group relationships. • Competent and experienced user of Microsoft packages - Outlook, PowerPoint, Excel, Word etc. • Focuses on service excellence internally and externally. • Flexible approach to working across departments e.g. Programme Management, Finance, Operations etc. • Demonstrates excellent typing skills, strong oral and written skills, and the ability to communicate well with others. • Demonstrates strong attention to detail.