



Sport Manager

Summary

About the Commonwealth Games Federation and Related Entities

The Commonwealth Games Federation (CGF) is the international governing body that oversees the quadrennial Commonwealth Games and Commonwealth Youth Games. Beyond the remit of delivering innovative and inspirational Games, the CGF is on a journey to transform its activities and ambitions and become the guardian and champion of the 'Commonwealth Sports Movement', a Movement that aims to be a global leader in world-class and community relevant sport events, programmes and initiatives, that place Commonwealth athletes and citizens at its heart.

The CGF is a small passionate team, wholeheartedly committed to its vision, mission and values. It has far-reaching impact and ambitions, supporting and collaborating with its 72 international members (Commonwealth Games Associations), International Sports Federations, future Games Host Organising Committees, Commonwealth institutions and many other entities across all sectors.

The CGF is the lead entity in a group corporate structure comprising of two other entities, CGF Partnerships and the Commonwealth Sports Foundation. CGF Partnerships is a joint venture that supports the efficient and effective development and delivery of the Commonwealth Games and the commercial programme of the Commonwealth Sports Movement. The Commonwealth Sports Foundation is a UK based charity that aims to fund programmes and projects that contribute to the sustainable development of sport throughout the Commonwealth.

Role Overview

Based in our central London headquarters and reporting to the CGF's Sports Director, this role will play a key role within the team, providing operational and strategic support across all areas of the sport programme, including bespoke projects and events.

Key Responsibilities

- Support the CGF Sports Director in all matters relating to the strategic planning and operational delivery of the sports programme and bespoke projects and events.
- Liaise with International Federations on sport technical and strategic matters, including the future direction of the sport programme and development of IF Partnership Agreements.
- Work closely with the CGF Sports Director to develop and implement sport policies, including but not limited to the sport entry process and sport related eligibility.
- Provide oversight and operational support to the Organising Committees of the Commonwealth Games and Commonwealth Youth Games, including but not limited to monitoring compliance with the sport elements of the Host City Contract; ensuring compliance with IF regulations; competition schedule development; appointment of Technical Officials and publication of sport related documents.

- Manage and develop the CGF Recognised Sport category, review framework criteria, develop rights and responsibilities and work closely with prospective International Federations and possible new Commonwealth Sport properties.
- Contribute to the planning process for CGF Games-time operations and post-Games evaluations and knowledge transfer.
- Prepare reports and develop papers to support the work of the Sports Committee, and present to the Sports Committee and Executive Board when required.
- Provide input to the overall Sport Team work programme.
- Contribute to the Sport team issues and risk register.
- Represent the CGF at relevant forums and events, as required.
- Complete other such duties and activities as directed by the CGF Sport Director and/or senior management.

Personal Profile

- Strong knowledge of international sport, International Federations, Governing Bodies and the operations of Organising Committees.
- A minimum of 5 years' experience within a similar role in international sport.
- Capable of strategic thinking and developing and managing complex project plans.
- Highly organised and able to prioritise competing demands with a demonstrated ability to deliver under tight deadlines.
- Individual who is a “self-starter” and highly motivated, whilst being an excellent team player within a small, agile workforce.
- Able to demonstrate strong relationship skills and a high level of cultural sensitivity and diplomacy when working with key stakeholders and partners.
- Excellent written, verbal and analytical skills are essential.
- Individuals must have a passion for Sport and commitment to the Commonwealth and its ideals.

How to Apply

Applications should be in the form of a **pdf** covering letter and curriculum vitae. These should be sent via email to s.munkley@thecgf.com by 5pm BST on 07 May 2021. The email should be titled “CGF Sport Manager”.

Applicants selected for interview shall be informed the week commencing 17 May 2021 and should be available for interview the week commencing 24 May 2021. All applicants must be able to demonstrate the right to work in the U.K. and should include details of their current remuneration and notice period.

The salary for the role of Sport Manager is circa £50-£60k pa subject to commensurate experience. The role is based at the CGF's Headquarters in London and envisaged to be a full-time permanent position subject to ongoing project funding with a minimum fixed term until 30 September 2022, subject to renewal and satisfactory probation. Occasional domestic and international travel is expected.

Note: the CGF is an equal opportunities organisation and is committed to providing equal opportunities to all employees and potential employees. This includes the recruitment, selection, training, work conditions and career management/ promotion of employees. The CGF opposes all forms of unlawful and unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, sexual orientation, marital status and civil partnership, gender reassignment, religion or belief, and disability and is committed to eliminating discrimination and harassment in the work place.