



General Team Manager (Sport) – Birmingham 2022

Background

The Northern Ireland Commonwealth Games Council (NICGC) is seeking to recruit a General Team Manager (Sport) for the Birmingham 2022 Commonwealth Games. The information below serves as an invitation for individuals who meet the criteria to submit their CV and a covering letter as an expression of interest to fulfil the role.

Expressions of interest will be accepted until 5:00pm on Friday 12th June 2020. The selection process will consist of an initial paper sift, followed by a panel interview if required. Any interviews are likely to be held (remotely if circumstances dictate) during the week commencing 22nd June, but specific dates and timings will be discussed with the candidates involved. An appointment is expected to be made before the end of July 2020.

The successful candidate must ensure that they are available to meet the requirements necessary to fulfil the job role, including all necessary dates in the build up to the Birmingham Commonwealth Games.

The successful candidate will be expected to assist with the wider planning processes to ensure that an efficient system of team management can be implemented at the Games. The post is not just a Games time role.

Application Process

- Information regarding the application process will be distributed through several relevant channels:
NICGC website and social media
SportNI
Northern Ireland Sports Forum.
- Transparency over the time commitment is essential, with applicants being required to confirm their availability throughout the tenure.
- Home Country Sports Institute (HCSI) and National Governing Body (NGB) employees must ensure that they will be released and that their duties can be covered in their absence.
- External candidates are invited to apply, and each application will be considered on an equal basis.
- Reasonable professional expenses may be payable to the successful candidate. Out-of-pocket expenses incurred in fulfilling the role can be reclaimed.
- To express an interest, a CV should be submitted by post or email using the information at the end of this form.



Role	General Team Manager (Sport) – GTM Sport
Role Summary	To lead on sport related activities to ensure that TeamNI maximises results at Birmingham 2022.
Reporting to	Chef de Mission
Dates Active in Role	From August 2020 to September 2022, including all dates essential for preparation in the build up to deployment for Birmingham 2022. Calendar to be agreed by September 2020.
Accreditation Type	Accredited.
Location of Work	Throughout Northern Ireland and the Commonwealth Games environment, including at the Birmingham 2022 Games. This Commonwealth Games environment may include Games related meetings, pre-Games holding camps and satellite venues during competition.
Key Responsibilities	<ul style="list-style-type: none"> • Work with the Chef de Mission (CdM), GTM Ops, and Chief Medical Officer (CMO) in developing the team’s operational plan for the Games. • Work with CdM and NICGC staff in reviewing, revising and developing team policy, position statements and procedures. • Attend TeamNI site visits, including the Chef de Mission Seminar. • Attend Games-time team meetings. • Participate in team induction sessions and Games Preparation Meetings. • Develop and maintain good personal relationships with potential athletes, coaches and support staff through attendance at training camps, selection events, National Championships etc. • Ensure that all relevant staff are kept properly informed while managing their delivery within respective functional areas. • Work closely with coaches and athletes to ensure that effective support services are in place to maximise performance. • Identify the anticipated need of athlete support services and work with the CdM on the recruitment of relevant personnel. • Manage support service personnel during Games-time. • Assist with the production of a post Games report in conjunction with the CdM, CMO etc. • Ensure that sports are anti-doping compliant. • Perform other duties as required.
Special Requirements	Safeguarding vetted and trained in compliance with NICGC Safeguarding Policy. UK Anti-Doping Advisor course completed.



Hours of Work	Working hours will be as required to fulfil the role and its significant fluctuating demands during the planning for and attendance at Games. The post-holder will be required to acknowledge this, and work in a flexible manner to accommodate all requests where appropriate.
Relationships and Interfaces	Reports to the Chef de Mission, and the NICGC Board upon request. Liaise with the Birmingham 2022 Organising Committee, Commonwealth Games Federation, SportNI and NGBs as appropriate. All members of TeamNI.
Personnel Specification	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Previous experience within a multi-sport Games and/or world class sporting environment. • An understanding of the operating procedures applied within a multi-sport team. • Extensive knowledge of the NI, Irish, GB and international high-performance sporting landscape. • Understanding of current technology, techniques and best practice within performance sport. • Ability to multi-task and demonstrate exemplary behaviour. <p>Personal Attributes</p> <ul style="list-style-type: none"> • Proven team player • Valid driving licence • Availability throughout planning phase and Birmingham Games • Excellent communication skills • Committed, dynamic and productive • Excellent organisational skills • Excellent management and people skills

For further information or to submit a CV:

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