

Business Support Coordinator

level=



ABOUT US

Commonwealth Games

Commonwealth Games and Youth Games are about more than sport. In Birmingham 2022 there were more medals available to women than men, and The Games set new benchmarks in innovation, inclusivity, and sustainability, leaving lasting legacies for the people and economies in the regions that host them. Unlike the Olympics and Paralympics, the Commonwealth Games sees para-sport and non-disabled sport running simultaneously. The Birmingham Games delivered the largest integrated para-sports programme of any Games to date with 59 medal events across eight para sports and reinforced the values of inclusivity across the “friendly” Games culture.

Glasgow is the host city for the 2026 Commonwealth Games from 23rd July – 2nd August. Up to 3,000 athletes from 71 global and diverse teams will take part across an integrated 10 sport and para-sport programme at venues across the city. Building on its reputation from hosting the games in 2014, Glasgow will once again deliver an inspirational and memorable event, celebrating sport, culture and community.

Commonwealth Games England (CGE)

CGE leads and manages the participation of Team England at the Commonwealth Games and works closely with each sport’s National Governing Body (NGB), our funding partner Sport England (SE), the Games’ Organising Company, Commonwealth Sport (CS), and corporate partners. We help deliver excellent performance environments; represent England effectively within Commonwealth Sport; and raise the profile and protect the value, reputation, and future of this great sporting spectacle.

CGE recognises and embraces the diversity of England and celebrates the many benefits that offers us as a nation and organisation. We are committed to encouraging equality, diversity, and inclusion in all our policies, processes, procedures, practices, and people development.



JOB DESCRIPTION

Job Title: Business Support Coordinator

Salary: £25,000-28,000 pa plus benefits

Location: Commonwealth Games Office in London or at Home. Staff are currently required to be in the office 2 x week.

Contract: Permanent, Full Time

JOB PURPOSE

The Business Support Coordinator will ensure that CGE has an 'exceptional environment' to work in by reviewing and identifying opportunities to support the wider CGE team through improving office systems, processes and administrative procedures. The role is responsible for managing the day-to-day operational administration of the CGE office, including ensuring that staff are on-boarded and off-boarded effectively. The role will also provide support to the Chair and Board to ensure that Board and Committee meetings are organised and run in a professional and efficient manner, and provide support to the COO in ensuring that CGE meets the governance and compliance requirements within the Code of Sports Governance.



JOB DESCRIPTION CONT.

KEY RESPONSIBILITIES:

- Provide proactive support to the CEO, COO, and Chair.
- Organise and support Board and Committee meetings.
- Take accurate minutes for Board and key committee meetings.
- Lead the on-boarding for new Board and Committee members.
- Manage the day-to-day running of the London office.
- Oversee relationships with office suppliers and third parties.
- Administer employee benefits and support staff on-boarding.
- Maintain internal policy and compliance registers.
- Support the organisation on administrative tasks across Finance, IT and HR.

KEY ATTRIBUTES:

- Skilled in managing suppliers and other third parties.
- Excellent attention to detail and organisational skills.
- Strong verbal and written communication abilities.
- Proficient with Microsoft Office (Word, Excel, PowerPoint).
- A 'can do' attitude and a solution-focused approach.
- A passion for sport is desirable.



JOB DESCRIPTION CONT.

BENEFITS

- Discretionary annual bonus.
- 25 days holiday plus bank holidays = 33 days a year.
- £500 healthy lifestyle allowance (after probation).
- Workplace pension with up to 5% employer matched contribution.
- Private medical scheme for you, your partner, and dependants.
- Life insurance providing 4x salary to a dependent.
- Free on-site gym access.
- Your birthday off as an extra day of leave.
- One day off for personal volunteering.

Alongside these benefits, you will join a supportive and engaging team. The organisation encourages team cohesion through regular, company-funded social events organised by staff.



JOB DESCRIPTION CONT.

EQUAL OPPORTUNITIES POLICY:

Commonwealth Games England (CGE) 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.

Commonwealth Games England 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 workplace.

CGE is Disability Confident. We welcome applications from all qualified candidates and can provide reasonable adjustments throughout the recruitment process and during employment.





THE LEVEL= PROCESS

Commonwealth Games England are delighted to partner with level=, a consciously inclusive talent acquisition solution, to ensure fairness within the recruitment process by creating a level playing field for all to be treated as 'level equals'.

The level= hiring process is robust, researched and reliable, meaning your job search will be supported in an inclusive and fair way. This uses a different approach than the traditional application methods – this is because traditional processes (like standard CV screening) can lead to biased decisions. The level= process helps to eliminate bias from the application process. Find out how to apply to see how this works...



HOW TO APPLY

Getting started

You'll be asked for your contact details and provided with a unique application link by email that you can use to access your application at any time.

Tell us about yourself

You'll begin the application by giving us some information about yourself including your name, contact number and any other information that may be part of the criteria for the role. You'll also be asked to complete an anonymous Equal Opportunities questionnaire, including gender identity, age, ethnicity, disability status and socioeconomic status. This helps to assist organisations in learning how to attract and hire the best and most diverse candidates. It also helps to ensure hiring is as fair as possible.

These questions are asked upfront so that organisations can analyse whether there are stages in the application process where candidates of particular groups are likely to drop out, and therefore assist in improving the process for all. These questions are designed to help organisations learn about multiple dimensions of diversity on an aggregated and anonymised basis, (so the data isn't identifiable to you as a candidate), but you do have the option to skip these questions if you'd prefer.

Work sample tasks

You will then be asked to complete work sample questions, instead of subjecting your CV to screening.

Evidence shows that CVs are a poor indicator of performance and allow bias to affect choices when it comes to reviewing applications. These questions ensure that your application isn't subject to bias in the review process, and looks to assess whether you'd be a good fit at the organisation to which you are applying. Your answers are reviewed and assessed by a diverse panel using a defined review guide focusing on skills that are important to the job.

Work samples are job-specific questions that test candidates on the skills needed to succeed in the role and are reflective of what the job actually entails.

Four methods are used to systematically remove bias from reviewing process:

- 1. anonymisation** – removing all personally identifiable information from an application.
- 2. chunking** – cutting each application into chunks and then comparing them across candidates, rather than reviewing an entire application in one go.
- 3. randomisation** – jumbling up the order in which chunks are evaluated so that order effects are averaged out
- 4. wisdom of the crowd** – getting more than one person to review each chunk helps to average out subjectivity for a more accurate assessment of merit

HOW TO APPLY CONT.

Interview Day

Once you submit your application, the hiring team will carefully review and you will be notified via telephone or email regarding the outcome. If you are successful in progressing to the next stage, you will be invited to attend an interview day in London. Should you be selected for this stage, you will receive further details, including the exact location and agenda of the interview day, along with any necessary preparation materials.

Candidate feedback

Throughout the process, you'll be provided with automated, personal feedback, which shows how you performed on each of the skills you were tested on. Even if you don't get the job, it helps to highlight skills that you may need to develop, and can help you to determine the type(s) of roles that might not be the right fit for you. If you are successful in securing the role, level= will be in touch with a formal offer, and to answer any questions you may have. Whether you are successful or not, you will have the opportunity to provide feedback on your experience, so that we can assist with any further questions you may have, and help level= improve their service.

What happens next?

If you would like to apply for the role, please follow the link provided to you by the level= team, hit the 'apply now' button.

If you have any questions, please feel free to contact level= using the details below.

If you require any accommodations for the interview process that you would like us to be aware of, please also let us know.

Closing date for applications: Monday November 3rd at midday

Closing date for work sample submission: Tuesday November 4th at midday

Interview Date: Interviews will take place in London week commencing Monday 10th November 2025.

Contact us?

E: hello@levelequals.com

T: 020 8159 8656

W: www.levelequals.com

