

## Commonwealth Games England



### Operations Manager

Proposed Start Date: January 2025

Fixed term contract until 30th September 2026

Salary: £30,000 - 40,000

Based in Central London (SE1 7TY), however there is the option to work from home an average 2-3 days per week (dependant on business needs)

### The Commonwealth Games

The Commonwealth Games and Youth Games are about more than sport. In Birmingham 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.

The Commonwealth Games is truly global and diverse, with more than 5,000 athletes representing 71 teams from across the Commonwealth of Nations competing in numerous sports. 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.

### 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, our funding partner Sport England (SE), the Games’ Organising Committee, the Commonwealth Games Federation (CGF), and corporate partners. We help deliver excellent performance environments; represent England effectively within the CGF; and raise the profile and reinforce the value, reputation, and future of this great sporting spectacle.

CGE recognises and embraces the diversity of England and celebrates the many benefits it 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 Purpose

The Operations Manager will report to, and work closely with, CGE’s Senior Operations Manager to ensure an exceptional operational delivery for Team England at a Commonwealth Games. The delivery of a Commonwealth Games is very complex, and this role requires strong management skills, along with the ability to communicate clearly and remain task focused.

This role will have responsibility for several functions related to the preparation and delivery of Team England to the Commonwealth Games including arrival and departures, transport, logistics, storage, procurement, dissolution and coordination of the bump in and bump out of across Team England's games footprint.

In addition, the Operations Manager will also support the Head of Events and Games Operations to deliver the operational requirements of any pre-Games activity and kit distribution – an opportunity for all athletes and team officials to come together ahead of the Games and immerse themselves in Team England's culture.

This role will have one full time direct paid report, a Games Delivery Coordinator (TBC) and be responsible for the wider volunteer workforce associated to the areas of games delivery that have been referenced.

This role requires a high level of flexibility as the working environment and remit continues to evolve through the months leading into, and throughout the Commonwealth Games themselves.

## **Accountabilities**

- Oversight and management of the Arrival and Departure (A&D) of the Team England delegation to and from the Commonwealth Games – including, as required, flights, trains and ground transport.
  - Work with sport National Governing Bodies (NGBs) to scope the team's requirements including travel dates, class of travel, baggage and sport equipment, accessibility needs.
  - Negotiate the scope of requirements with Team England's travel provider to ensure they can meet the needs of the Team and requirements fit within budget.
  - Liaise with Local Organising Committee to claim monetary grants against eligible bookings, completing all the necessary processes.
- Own the relationship with the local Organising Committee's A&D team to ensure all transfers from point of arrival in the host city to and from the athletes village/s are smooth and efficient.
- Oversight and management of the games delivery central operation including scoping of requirements, procurement and budget management for:
  - All team transport requirements across the various functions of delivery – athletes village operations, central operations, media and communication and the commercial VIP programme.
  - NGB sport equipment, excess baggage and additional team freight requirements
  - Movements of equipment and freight in and out of the Games environment, including all liaison and relevant applications with the Local Organising Committee, coordination of a logistics supplier and ownership of any customs processes as required.
  - Team England storage requirements, including managing an inventory or both organisational and games requirements
- Oversight of procurement, working across all areas of games delivery to refine a list of all purchase requirements including but not limited to technology, performance and recovery equipment, office supplies, toolkits, medical supplies and consumables.
- Implement a process to ensure all items that have been purchased have a clear path of dissolution post their use.

- Map games time volunteer requirements to support the various areas of delivery that this role is responsible for, and support the recruitment and onboarding of them.
- Ensure spend remains within budget, is reported correctly, and has followed the appropriate spend approval process. Competitive pricing and achieving value for money is highly important.
- In conjunction with the wider Games Delivery team, ensure the relevant transfer of knowledge elements of delivery are captured and feedback appropriately
- Line Management of Games Delivery Coordinator (TBC) who will support the administration elements of the project.

### **Person Specification**

- A strong understanding of complex operational delivery
- Experience of working within a major sporting event environment and with athletes
- A strong and clear communicator
- Ability to motivate others
- Interpret and anticipate change and respond effectively
- Have a strong understanding of a team ethic
- Ability to operate well under pressure

### **Equal Opportunities Policy**

Commonwealth Games England 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.

### **Details**

Please apply for the role via the Global Sports Jobs website ([link](#)) or if you have any questions, please contact Jide Adedoyin: [ja@globalsportsjobs.com](mailto:ja@globalsportsjobs.com)