

Expressions of interest are now sought for Headquarters (HQ) Staff to be part of the Australian Commonwealth Games Team in Birmingham UK, being held from 28 July – 8 August 2022.

Commonwealth Games Australia (CGA) is a member-based organisation that works collaboratively with its sports, stakeholders and other high performance system partners to support Australia's athletes in pursuing their sporting dreams at the Commonwealth Games.

With Petria Thomas as its Chef de Mission, our Australian Team is anticipated to total approximately 650 team members, made up of 425 athletes and 225 officials. They are supported behind the scenes by a team of HQ staff who provide a range of logistical, administrative, medical and media services to enable them to perform at their best.

CGA is now seeking nominations from talented and highly driven individuals, across a range of key functional areas and roles, to be a part of the Australian Team's success:

- Operations and logistics assistants
- ICT support and implementation
- Sport Liaison Officers
- Team Experience Coordinators
- Media, communications and content services

All roles are voluntary with travel, accommodation, meals and Team uniforms provided. Position descriptions can be found on the following pages. This is a great professional development opportunity for those working in or aspiring to work in the sports industry. CGA welcomes and supports applications from employees from our Member organisations and other industry partners.

Successful nominees are expected to join the Team for a period of approximately 2-3 weeks during July and August 2022. Nominees must therefore have the relevant approvals from their organisation before applying. Some roles may also require attendance at pre-Games planning meetings.

To be considered for any of the roles, you will need:

- A passion for sport and events
- High degree of understanding and experience in the functional area/role you are nominating for
- Experience in sporting organisations, ideally across multiple sports or para sports, in hands-on roles
- Understanding of high performance sport and support structures
- Ability to relate well to people at all levels
- Strong work ethic to play your role within the Team, sometimes with long days
- A "can-do" attitude
- Willing to assist in any situation at any time as required

If you have the skills and experience to be a part of Team Australia's future sporting success, please submit an expression of interest using the following link by **14/11/2021**: [Birmingham 2022 Expression of Interest Form](#)

Nominations will be reviewed during November/December 2021 and interviews may be required in December/January to finalise appointments. If successful, you will be required to sign a Team Agreement and must have a valid passport (with at least six month's validity).

If you have any queries please contact (03) 9453 9300 or email recruitment@commonwealthgames.com.au

POSITION DESCRIPTIONS

Operations Assistant

A number of Operations Assistants will be required for the duration of the Games across multiple Villages to service and support all operational planning and delivery services for the Team.

Duties: Included as follows, but not limited to:

- Assist with Bump-in planning & delivery across all AUS Team Games Villages & venues
- Assist with Freight & Logistics planning & delivery across all AUS Team Games Villages & venues
- Assist with Accommodation planning & delivery across all AUS Team Games Villages & venues
- Assist with Accreditation planning & delivery for the Team, including Guest Pass management
- Assist with Air Travel planning & delivery for the Team, including Arrival & Departure (A&D) operations across all AUS Team Games Villages & venues
- Assist with Ground Transport planning & delivery across all AUS Team Games Villages & venues
- Assist with Outfitting planning & delivery across all AUS Team Games Villages & venues
- Assist with planning & delivery of all Team movements including Team Reception & Opening / Closing Ceremonies across all AUS Team Games Villages & venues
- Assist with Bump-out planning & delivery across all AUS Team Games Villages & venues
- Develop & maintain positive working relationships with Team Managers, HQ staff, stakeholders as required
- Attend Operations Team meetings & CGA Meetings as required
- Any other duties as required by the Team Executive, CGA CEO or Operations Manager during the Games

ICT Assistant

A number of ICT Assistants will be required for the duration of the Games to service the multi-Village model.

Duties:

- Assist with the implementation and support of all Team IT & Communications services in the Villages and sub-sites including, but not limited to:
 - Wifi access, printing, CATV, file sharing, Microsoft Teams, etc.
 - Liaise with RateCard and Village IT to rectify any issues with Organising Committee-provided services relating to wifi, TVs, printers, power, etc.
 - Assist with sourcing and procuring additional ICT equipment not provided by RateCard
 - Monitor performance of additional ICT equipment not provided by RateCard and rectify any issues promptly
 - Assist with facilitating testing and tagging of relevant CGA and Sports equipment in the Villages
 - Assist with Spectrum allocation and management
 - Assist with Sports' access to footage for performance analysis
- Work closely with the ICT Manager to address support requests systematically, through to resolution in a timely manner
- Develop and maintain positive working relationships with the Organising Committee, Village IT staff, RateCard, Team Managers, HQ staff, stakeholders, etc and liaise closely with all relevant parties as necessary
- Attend Team meetings and CGA Meetings as required
- Assist with Team movements and logistics if required
- Any other duties as may be required or requested by the Chef de Mission, Team Executive, CGA CEO Team Administration Manager or ICT Manager during the Games

Team Experience Coordinator

A number of Team Experience Coordinators will be required for the duration of the Games to service the multi-Village model. This role may be combined with other roles based on the service requirements of each Village.

Duties:

- Assist the Manager Team Experience with the delivery of services and initiatives for all Team members to enhance the Games experience including, but not limited to:
 - Team induction and welcome packs
 - Team reception and ceremonies
 - Team hubs (in village and at sub-site locations if established)
 - Sideline Champions program
 - Gifts and commemorations
 - Cheer squads
 - Allocation and distribution of Team member tickets
 - Village decoration
 - Team communication tool/app
- Assist with Team movements and logistics if required
- Monitor general Team well-being
- Develop and maintain positive working relationships with Organising Committee Village staff, Team Managers, HQ staff, stakeholders, etc and liaise closely with all relevant parties as necessary
- Attend Team meetings and briefings as required
- Any other duties as may be required or requested by the Chef de Mission, Team Executive, Team Experience Manager or CGA CEO during the Games

Sport Liaison Officer

A number of Sport Liaison Officers will be required for the duration of the Games to service the multi-Village model. This role may be combined with other roles based on the service requirements of each Village.

Duties:

- To act as first point of contact for enquiries and assistance for Team Managers of an allocated group of Sports
- To assist Sports with administration and management to enable Team Managers to focus on the performance of their team
- Co-ordinate the fulfilment of their Team Managers' reasonable requests and requirements
- Co-ordinate delivery of formal communications and other materials to allocated Sports
- Assist with Team movements and logistics if required
- Develop and maintain positive working relationships with Organising Committee Village staff, Team Managers, HQ staff, stakeholders, etc and liaise closely with all relevant parties as necessary
- Attend Team meetings and briefings as required
- Any other duties as may be required or requested by the Chef de Mission, Team Executive, Team Experience Manager or CGA CEO during the Games

Media, Communications and Content Services roles

The following volunteer media, communications and content services positions are available on the Australian Team for the Birmingham 2022 Commonwealth Games.

These roles will ensure the members of the Australian Team have a positive experience at the Games, but also maximise the opportunity for their profile, their sport, and the Australian Commonwealth Games Team.

The media, communications and content services team will support the existing CGA staff team and contractors to:

- Assist Australian Team members in their dealings with the Australian and international media
- Service Australian media across all platforms, including rights and non-rights holders, and
- Generate Australian team focussed content for CGA, athlete and Member sport channels, as well as media back in Australia.

Given the time zone difference between Australia and Birmingham, Commonwealth Games Australia will be running a 24/7 communications operation, with teams in Birmingham and Australia.

These roles are for the Birmingham operation.

All roles report to the Team Executive, through the Media and Communications Lead, and Communications 'Chief of Staff'.

Member sport media and communications staff are encouraged to apply, however a clear plan on how the sport will cover and amplify the performances and achievements of athletes via Member sport channels will need to be considered.

Given the multi-village accommodation in Birmingham and spread of venues, these roles will be focused on venue/village clusters, and some roles will combine both media liaison and content generation across multiple sports within those venue clusters. All roles will require some multi-tasking and coverage of sports across the Games based on staffing, daily story lines, likely medal outcomes, etc.

For all roles and as a key member of the 2022 team, a 'can-do' service mentality is crucial, as is a mindset to ensure the broadest possible coverage for our athletes, sports and Team.

Editorial Manager / Chief of Staff

Reporting to the Media and Communications Manager, this role will focus on day-to-day content planning and generation and management of the content and media liaison officers (including the team photographer, videographer and editor) based on the storylines of the day. Experience in a multi-sport Games environment along with strong planning and editorial skills are required. This role will be the central point of contact for Australian media in Birmingham so significant media liaison and management experience is required.

Media & Broadcast Liaison Officer

Media and broadcast liaison officers will be the main point of contact between the Australian Team and the Australian and international media at specific sports.

Two of these roles are sport specific (athletics and swimming) and therefore experience with those two sports is essential.

It's likely a third role will be venue specific at the NEC primarily covering Netball, but also other sports at NEC (Badminton, Boxing, Table Tennis, Powerlifting and Weightlifting) as required. Experience with netball would be preferred for this role.

Other venues will be covered by the roles below.

Content & Digital Officer

Sport Specific Content and Digital Officers will generate daily content from their specific sport/s. This includes previews and reviews, social media and digital content, as determined by the Editorial Manager. There will also be some media and broadcast liaison activities undertaken as required. Outstanding written and social media skills are essential along with specific sports experience across the following sports:

- Athletics
- Basketball (3x3)/Beach Volleyball
- Swimming/Diving
- Gymnastics (Artistic and Rhythmic)
- Hockey/Squash
- Netball/Badminton/Boxing/Table Tennis/Para-Powerlifting/Weightlifting

Applicants should identify which sport/s there are applying for, outlining relevant content generation experience.

Liaison and Content Officer

These roles combine the media and broadcast liaison and content generation roles and are specific to cricket, cycling and sports based at the University of Warwick Athletes' Village (Rugby7s/Lawn Bowls/Judo/Triathlon/Wrestling).

Cricket (T20 Women) and Cycling (Track in London then Warwick for Road and Mountain Bike) are specific roles for the duration of the Games. Sport specific experience is required for these roles.