



Chef de Mission – Birmingham 2022

Background

The Northern Ireland Commonwealth Games Council (NICGC) is seeking to recruit a Chef de Mission for the Birmingham Commonwealth Games which will take place from 27th July to 7th August 2022. 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 7th February 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 during the week commencing 2nd March, but specific dates and timings will be discussed with the candidates involved. An appointment is expected to be made by the end of March 2020.

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

The successful candidate will be expected to lead on 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.
- While this is a voluntary role, reasonable agreed expenses may be payable to the successful candidate subject to funding. 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	Chef de Mission
Role Summary	To lead all aspects of TeamNI preparation and Games-time delivery.
Reporting to	NICGC Board
Dates Active in Role	From April 2020 to September 2022, including all dates essential for preparation in the build up to deployment for Birmingham 2022. Calendar to be agreed by July 2020.
Accreditation Type	Accredited.
Location	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 General Team Managers (GTM) and Chief Medical Officer (CMO) in developing the team's operational plan for the Games. • Work with GTM and NICGC staff in reviewing, revising and developing team policy, position statements and procedures. • Work with sports to ensure commitment to achieve best possible performances at Birmingham 2022. • Lead TeamNI site visits, including the Chef de Mission Seminar. • Assist with the recruitment and selection of TeamNI Games staff. • Attend and chair Games-time team meetings. • Participate in team induction sessions and Games Preparation Meetings. • Attend official functions as the representative of TeamNI. • Represent the team at Review & Resolve Group meetings. • Develop and maintain good personal relationships with potential athletes, coaches and support staff through attendance at training camps, selection events, National Championships etc. • Develop an effective team environment which recognises the individual needs of all members and promotes performance sport. • Ensure that appropriate processes are in place to protect the well-being of team members. • Ensure that all staff are kept properly informed while managing their delivery within respective functional areas. • Oversee any team discipline matters. • Produce a post Games report in conjunction with GTM, CMO etc. • Perform other duties as required.
Special Requirements	Safeguarding vetting and training, in compliance with NICGC Safeguarding Policy, to be completed prior to the Games. UK Anti-Doping Advisor course to be completed prior to the Games.



Time Commitment	Hours will be as required to fulfil the role and its significant fluctuating demands during the planning for and attendance at the Games. The time commitment will increase approaching July 2022 with at least 3 x three-day blocks in Birmingham prior to the Games. The Games will then involve a further period of approximately 18 days. Time will also be required post-games to assist with report writing. 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 NICGC Board and will be the primary conduit for information flow with the Board. Liaise with the Birmingham 2022 Organising Committee, Commonwealth Games Federation, SportNI and governing bodies as appropriate. Overall responsibility for all members of TeamNI while at the Games.
Personnel Specification	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Previous senior management role within an adult international multi-sport Games environment • An understanding of the operating procedures applied within a multi-sport team • Knowledge of the NI, Irish, GB and international high-performance sporting landscape • Proven leadership ability and exemplary behaviour <p>Personal Attributes</p> <ul style="list-style-type: none"> • Proven team player • Availability throughout planning phase and Birmingham Games • Excellent communication skills • Committed, dynamic and productive • Excellent organisational skills • Excellent management and people skills • Valid driving licence

For further information or to submit a CV:

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