

Job Description

Job Title: Head of Games Services (maternity cover)

Reporting To: Director of Sport Services

Position Type: Fixed Term Contract - Maternity Cover

Location: Central London

Background:

Team GB is one of the nation's most successful sports teams and one of its favourite brands.

The British Olympic Association's (BOA) vision is to 'unite and inspire the nation through the power of Olympic sport', and its mission is to ensure Team GB is 'the best supported team in Olympic competition'.

The BOA's primary purpose is to:

- Select, lead and manage Team GB at Olympic and Olympic Winter Games and all International Olympic Committee (IOC) and European Olympic Committee (EOC) accredited events such as Youth Olympic Games, European Youth Olympic Festivals and the European Games, and;
- Develop the Olympic Movement and promote the principles and values of Olympism in our territory of responsibility.

The BOA is independent and privately funded. The success of our mission is entirely dependent upon the income we receive from our commercial programmes, including but not limited to sponsorship, fundraising, licensing and events. The BOA is the United Kingdom's National Olympic Committee and the strong, independent voice for British Olympic sport responsible for promoting the Olympic movement throughout the UK.

Scope of the role:

Under the management of the Director of Sport Services the head of Games Services will develop, implement and expedite the operational and Games Edge plans to allow for the effective participation and performance of the Great Britain Team at the Olympic Games and World Beach Games through World Class cutting edge planning and operational systems.

The post-holder will also ensure plans are delivered for the effective participation and performance of the Great Britain Youth Olympic Team at the Youth Olympic Games and European Youth Olympic Festivals.

Key Responsibilities:

Olympic Games – overall responsibility and management for:

1. Entry of Team GB:

- The Accreditation strategy including application for Accreditation; Rule 38 and Accreditation Allocation to maximise support to Team GB; Team Selection; successful Team Entry at the Delegation Registration Meeting; and Games time systems for all accreditation matters including validation, rotation, access and guest pass strategies.
- The Sport Entries process including verification of the Olympic Qualification Standards process and agreements with NGBs; and International Federation acceptance of quota places and final Sport Entries.

2. **Accommodation:**

- The accommodation strategy and budget (including Home-from-Home) across the Olympic Village(s), satellite accommodation sites and the preparation camp - incorporating the scoping and securing of suitable accommodation to maximise performance and fulfill the requirement of all client groups of Team GB.
- Delivery of the HQ hub/Main Operations Centre to develop a state-of-the-art Team Operations Centre at Games time.

3. **Team travel:**

- The arrival and departure strategy in conjunction with the BOA's appointed travel agency, identifying preferred flight carriers/routes; securing all seats and charters (where applicable); coordination of excess baggage and sport equipment requirements.
- Ground transportation strategies including working within the Games system and outside the Games 'bubble' through appointed providers on the ground and securing a BOA fleet of vehicles with drivers and appropriate accreditations.
- Budget management.

4. **Logistics:**

- BOA warehousing and all overseas freight (operational and sports technical equipment) and on-the-ground logistics in conjunction with the appointed freight forwarder and budgets, in line with Games time strategies for "bump in" and "bump out" for all Team GB sites.
- Logistical support for the Team's kitting out and team processing operations; and updating of associated databases.

5. **Supply Obligations of Partner Agreements:**

- Support commercial negotiation, delivery of supply obligations and overall VIK management of Partner Agreements that have an impact on Games Services key deliverables including:
 - adidas Sportswear
 - Parade and Formal Wear.
 - Home-from-Home providers.
 - Any other VIK contracts (where appropriate e.g. Accommodation, Flight, Freight partners).

6. **OCOG and Sport Engagement:**

- Lead conduit with OCOG on operational matters.
- Key liaison with NGBs through the Sport Engagement Managers to ensure the operational plan is executed.
- Operational requirements of selected recces.
- To benchmark best practice to ensure Team GB maintains its leading reputation in Games Operations.

7. **Youth Olympic Games/Festivals and World Beach Games**

- Ensure successful delivery of all operational planning arrangements for selected IOC, EOC and ANOC sanctioned Games with Team GB representation.

8. **General**

- The Head of Games Services may also be required to attend the Olympic Games; World Beach Games and Youth Olympic Festivals and Games and associated recces where appropriate.

Key Challenges in Delivering the Role:

- Managing a full programme of Olympic events
- Ensuring timely and within budget execution of deliverables and actions, with risk astutely monitored.

Relationships and Interfaces:

- Line management of x2 Games Services Managers and supporting these Managers in their line management of Games Services Coordinators.
- Customers/Stakeholders: IOC, OGOs; NGBs – Performance Directors and Team Leaders; Sponsors.
- Key internal interfaces: Senior Leadership Team; Commercial, Brand, Sports Engagement, Communications, IT, Performance Services, Athlete Services, Finance & Legal.

Person Specification:

Skills:

- Strategic operational, project management and analytical skills.
- Budget management.
- Effective negotiation and communication skills.
- Organisational awareness with vision and values alignment.
- Considered and exacting approach with sound judgement and problem-solving skills.
- Astute to risks.
- Meticulous planning and efficiency with ability to set priorities, manage workload to ensure delivery and accurate monitoring and reporting.
- Centered and focused approach to Customer/stakeholders.
- Strong leadership skills. Motivating of others to ensure delivery of team goals.
- Ability to operate in a dynamic working environment handling multi tasks and deadlines.

Knowledge:

- Good understanding of high performance sport in the UK and of the Olympic movement.

Experience:

- Event operations – preferably in a multi-sport, multi-event environment.

Personal Qualities:

- Highest level of integrity and commitment - reliable and flexible
- Meticulous attention to detail
- Friendly and approachable
- Calm under pressure
- Confident liaising with stakeholders at all levels
- Passionate about Team GB

- Please submit a CV and cover letter outlining relevant skills and experience to Recruitment@TeamGB.com.
- Include the reference GSMC19 in the subject box of your email.
- Deadline for applications is 5pm 17th June 2019.
- Interviews are expected to be held w/c 1st July 2019.
- Any queries relating to this role should be emailed to Recruitment@TeamGB.com