Job Description

Job Title: TeamGBWorks Manager

Reporting To: Director of Strategic Planning & Research

Location: London, W1

Position Type:
- Part-time (circa. 3 days a week with possibility to expand).
- Fixed Term Contract until End of Dec 2020 (with a six-month review point and possibility to extend beyond 2020).
- Flexible Working requests will be considered in line with BOA Policy.

Remuneration: Competitive salary with generous benefits package.

Background:

Team GB is one of the nation’s most successful 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.

Overview of Role:

Throughout 2018 and 2019 the BOA has developed a proposition around ‘Employee Engagement Services’ in response to demand from current and prospective Partners looking to leverage the power of the brand and our expertise to support internal staff engagement initiatives.

These services have been designed by the BOA to translate the successes of Team GB into relevant messages to share in the corporate environment, to help Partners inspire their staff and think differently, all with a view to supporting high performance.

Importantly this proposition supports the BOA’s strategy of being ‘always on’ for partners, delivering services outside of Games-time.
The role to date has been fulfilled by secondees from our partner Deloitte, supporting the design, piloting and implementation of the proposition. Given current levels of partner interest, third party collaborators being contracted, and tangible opportunities being discussed with partners, the BOA can now commit to a dedicated resource to lead and coordinate all opportunities in this proposition.

This role is scoped as part-time initially, the capacity in which it is currently being delivered, and will have regular review points to validate the ongoing business case. The aim is for this to become a business as usual ongoing role for a dedicated individual.

The proposition has been formalised under the new sub-brand of ‘TeamGBWorks’, with three pillars to support differing objectives:

![TeamGBWorks](image)

The TeamGBWorks Manager role will report to the Director of Strategic Planning & Research, but longer-term will be transitioned to sit alongside the Partner Servicing team within the broader Commercial Team.

The role will require significant engagement and collaboration with internal and external stakeholders to deliver the programmes, often in an autonomous capacity. As such, an individual with strategic skills and vision as well as effective operational delivery capability is critical.

This role provides a fantastic opportunity for a motivated, self-starting individual to develop a unique, new, exciting and engaging project, with high profile access to BOA staff, athletes and senior stakeholders from Team GB’s partners. Internal support will be provided to train and upskill the successful candidate in this role.

The TeamGBWorks Manager will represent the British Olympic Association as the ‘face’ of this sub-brand with our Partners. The personal style and credibility of the individual will be a key determining factor in the hiring decision. Appointing the right individual into this role is therefore critical and as such, we will consider flexibility with the working pattern if requested.

Key Responsibilities:

Key responsibilities include:

- Leading (project management) on the implementation of the Employee Engagement Services’ Proposition (TeamGBWorks) into the BOA’s business as usual (BAU) ways of working.
- Leading on refining, innovating and validating elements of the proposition as this matures and develops over time, including documenting the business case and cost models for new elements.
- Supporting Partner conversations where interest for this proposition arises, both via the Commercial Team and/or under own steam.
• Leading the development of presentations/proposals/pitch materials for Partners wishing to pilot/buy the services.
• Ongoing Management of the Partner Opportunity Tracker for this proposition – used in weekly Commercial Team Meetings to update the wider team.
• Lead in the identification, approach and securing of the right athletes, in consultation with the Marketing team, to support delivery of content and courses and briefing them on Partner requirements.
• Lead in the identification, approach and securing of the right performance staff (across BOA and high-performance sports specialists we work with), in consultation with the BOA Performance Services team, to support delivery of content and briefing them on the Partner requirements.
• Coordination and project management of the design and delivery of the ‘TeamGoals’ pillar, including:
  o Delivery of the Team GB Partner Health & Wellbeing Challenge (TBC as April/May 2020) to include, but not be limited to, coordinating the App provider who is delivering the end to end solution, athletes and performance staff who provide the content and our internal staff who will review and support content for the Campaign.
  o The development of bespoke Health & Wellbeing annual programmes for Partners.
• Coordination and project management of the ‘TeamEdge’ relationship with the supplier, liaising between the Commercial Team to support opportunity identification and introductions, as well as bid support where required – the supplier will take on around 80% of the effort for these services so management will be light touch for the BOA.
• Coordination of any ‘TeamTalks’ pillar opportunities, including the identification of the right individual(s) to fulfil the Partner opportunity.
• Lead/support our third-party collaborators on the design/delivery of any promotional events linked to this proposition with prospective/current partners.

Key relationships and interfaces:

**Internal:**
• Commercial Team
• Performance Services Team
• Communications & Marketing Team
• Strategic Planning & Research Team
• Finance Team
• Legal Team
• Athlete Services Team
• Team GB’s Athletes Commission

**External:**
• All Team GB Partners & Suppliers
• Team GB Athletes and
• Team GB Performance Staff
• 3rd Party TeamGBWorks Collaborators (suppliers) – Learning & Development Solutions provider, Wellbeing App provider, Sports News Service provider

Candidate specification:

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<th>Essential*</th>
<th>Desirable</th>
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<td>(*Looking for proven experience and/or clear evidence of relatable and transferable skills)</td>
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**Skills:**
Core IT skills in Word, Outlook, Excel, PPT. Excellent written and verbal communication skills. Able to create and deliver engaging presentations for diverse audiences.
Strong organisational skills with the ability to manage multi-faceted activities at the same time.

**Knowledge:**
- Project management.
- Strategic planning and Programme of activity development.
- Understanding of the qualities and attributes of high performance athletes and teams.

**Experience:**
- Leading key projects for stakeholders, evidencing strong project management skills, e.g. delivery within structured timescales, controlled budgets and with clear understanding of aims, objectives and key performance indicators (success factors) to measure/assess the return on investment.
- Experience as a high performing athlete and ability to talk confidently around key aspects of this, e.g. mentality, goal setting, focus, resilience, team work etc.

**Personal Qualities:**
- Strong stakeholder relationship development.
- Ability to work under pressure and adapt to change and uncertainty.
- Ability to work with a diverse group of stakeholders.
- Clear communications skills and attention to detail.
- Proactive and positive attitude.
- Strong team player.
- Innovative thinking and solutions orientated.

**Knowledge:**
- UK sport industry and Olympic knowledge preferable.
- Knowledge of digital platforms would be advantageous though not essential.
- Client relationship management tools and techniques.

**Experience:**
- Knowledge of Health & Wellbeing and/or Learning & Development initiatives desirable.
- Working with corporate organisations in a commercial capacity.

**Athlete engagement/ management:**
- Experience managing digital/ general marketing campaigns preferable.

**Application Process:**
- Please submit a CV and cover letter outlining your relevant skills and experience to Recruitment@TeamGB.com including the reference TGW19 in your application.
- Closing date for applications is 5pm on Friday 12th July 2019.
- Due to the high volume of applications we receive we are unable to respond to all candidates directly. Those shortlisted for the next stage of the recruitment process will be contacted no later than Friday 19th July 2019.