

## General Team Manager

Team Scotland

Commonwealth Youth Games, Trinidad and Tobago

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## About Us

### Overview

Commonwealth Games Scotland is responsible for selecting, preparing and leading Scotland's team at the Commonwealth Games and Commonwealth Youth Games. For each Games we aim to deliver the best prepared team possible, creating the right environment and giving athletes every opportunity to excel.

Our vision is for Team Scotland and the Commonwealth Games to inspire Scotland to be physically active and successful in the sporting arena. We live by our values of:

- Athlete centred – having athletes at the heart of what we do.
- Excellence – aspiring to deliver excellence in our actions.
- Leadership – through a participative 'One Team Scotland' approach.
- Inspiration – promoting the achievements of team members to inspire others.
- Inclusion – people respected, engaged and valued as part of the Team Scotland community regardless of their background, identity or circumstance.

### The Games

The latest Commonwealth Youth Games will be held in Trinidad and Tobago from 4<sup>th</sup>-11<sup>th</sup> August 2023, featuring athletes from 14-18 years of age. First held in Edinburgh in 2000, Trinbago 2023 will be the seventh edition of the Youth Games and has been rescheduled from 2021 due to the Covid pandemic.

Seven sports will feature across two clusters, one in Couva, Trinidad and the other Tobago – Aquatics, Athletics, Cycling, Netball, Rugby Sevens, Triathlon and Beach Volleyball.

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# The Role

The General Team Management (GTM) at a Commonwealth Youth Games is a critical component of a supportive and successful team. We are seeking experienced, dynamic individuals for General Team Manager posts within the GTM, working closely with the Chef de Mission and wider Team Scotland staff.

You will be responsible for contributing to the overall management and unity of the team, and a role in creating and delivering a supportive and positive environment at the Trinbago Games to inspire the team, act inclusively and enable the athletes to excel.

This will include collaborative working with CGS partners, including Scottish Governing Bodies of sport (SGBs) and **sportscotland**, as well as the GTM, CGS and sport specific team staff and young athletes.

Experience of working at a multi-sport event will be required.

## Time Commitments

- Approximately 20 hours during 2023 to include attendance at both monthly staff team workshops (April to July) and Team Camp (1<sup>st</sup> July).
- 1<sup>st</sup> -12<sup>th</sup> August full-time in Trinidad and Tobago for the Games
- Flexible hours of approximately 20 hours in preparation and planning
- Undertake necessary education and training in Clean Sport and Safeguarding
- There will be a requirement of time to contribute to the Post-Games Review.

Please note the role is voluntary.

## Responsible To


Team Scotland Chef de Mission for Trinbago 2023

## Application

The application form can be found on the Team Scotland website.

Applications must be submitted by midday on 17<sup>th</sup> March 2023, with interviews to take place on 27<sup>th</sup> and 29<sup>th</sup> March 2023.

For more information please contact Chris Purdie, Team Scotland Chef de Mission [info@teamsotland.scot](mailto:info@teamsotland.scot)



# Responsibilities

## Pre-Games

- Work closely with the Team Scotland Chef de Mission and CGS staff regarding planning and Games administration prior to the Games
- Support the delivery of the pre-Games preparation programme
- Gain knowledge and understanding of all Team and CGS policies and procedures relating to the effective functioning and performance of the team
- Represent Team Scotland at relevant official functions and to the media as required

## Games Time

- To manage Team Scotland at the Games
- Inspire and motivate the team both in the village and at venues
- Responsible for recording purchases at the Games
- Represent Team Scotland at relevant official functions and to the media, as required
- Represent Team Scotland at daily Chef de Mission meetings and to the Games organisers as required
- Lead daily team staff meetings and onward communication
- Inform Chef de Mission of Team progress and issues on a 'no surprises basis'
- Team support at events and medal ceremonies
- Ensure implementation of Team and CGS policies and procedures
- Ensure effective resolution of any issues arising with the team, the Commonwealth Games Federation and Organising Committee at the Games as required

## Post-Games

- Responsible for ensuring CGS is fully aware of any outstanding matters that require completion or follow up
- Contribute to CGS overall review, as required
- Attend post-Games CGS functions, as required



# The Person

## What we're looking for

We're looking for:

- An attitude of high standards and resolve, combined with humility and selflessness
- A desire to understand people and to know when to ask for support
- An understanding of the importance of process and working within a framework
- An ability to create plans and work with others to deliver them
- A skill for inspiring communication, to create a strong team culture
- An ability to create a collective energy around delivering goals
- A focus to work under pressure, making critical decisions calmly
- An ability to create trust by openly living by team values

Applicants should have experience of working at a multi-sport games and be able to show a track record of management and team preparations. They should also have a good working knowledge of the Scottish sporting landscape.

In addition to proven ability in a leadership role within a multi-disciplinary team, good time management and the ability to work for extended periods under pressure are required.

The successful candidate may also be considered for a role with Team Scotland for the Victoria 2026 Commonwealth Games.



# Skills and Behaviours

## Knowledgeable

- Knows and understands team preparations for a games environment
- Knows and supports the culture of sports and CGS
- Knows and supports the CGS operational approach to working with sports
- Knows Games Time procedures and protocols and works within them
- Knows how to establish key contacts, where to access support and takes action
- Knows how to consider the needs of all athletes, in particular those under 16 years of age
- Knows why and how to prepare for managing incidents


## Inspiring Communicator

- Listens with empathy and shows understanding of others' needs and wants
- Leads by example and stands by commitments to the team
- Accepts responsibility for mistakes without getting defensive or blaming others
- Builds deep personal relationships, understanding people's values and preferences
- Promotes a culture where creativity is valued, and multiple solutions are tabled
- Motivates individuals and team through setbacks
- Leads with self-discipline and encourages this across the team

## Effective Planner

- Differentiates between stakeholder needs and prioritises accordingly
- Effectively manages time
- Creates operational protocols to manage multiple tasks
- Clearly delegates roles and responsibilities
- Works with and through others to create a detailed plan, including contingencies
- Appreciates and communicates the need for adaptability within the plans

## Good Attitude

- Sets high standards and holds self and others to account
  - Selflessly puts the success of Team Scotland at the heart of decision making
  - Places a high value on respectful and considerate relationships with all stakeholders
  - Possesses a 'can do', solution-focused attitude
  - Tenacious and willing to go the extra mile
  - Strong desire for high performance within self, team members and team
  - Believes humility and consideration for others are the bedrock of effective teams.
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## Calm Under Pressure

- Demonstrates high levels of self and other awareness around managing pressure
- Does not take issues personally
- Operates effectively in an environment where levels of authority are often unclear
- Communicates with calmness and positivity, viewing obstructions as opportunities
- Gives well prepared and timely developmental feedback or difficult de-briefs

## Builder of Trust

- Develops and communicates Team purpose, attitudes, principles and values
- Frequently offers praise and recognition
- Effectively informs the Team of reasons behind significant decisions
- Manages conflict both within the Team and from external sources
- Encourages people to speak honestly about their work and their reflections, whilst maintaining confidentiality
- Keeps an open mind, observing, listening and thinking critically whilst reflecting honestly

## Focused Deliverer

- Keeps purpose, plans, deadlines and expectations at the forefront of minds
  - Focuses everyone on the goal, their role and personal energy
  - Pre-empts points of stress by discussing positive responses and how others can help
  - Encourages communications around potential scenarios and 'hot-spots'
  - Identifies what information others need and shares appropriately
  - Makes decisions in a timely manner
  - Creates an environment of continuous improvement
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