



commonwealth  
games  
**SCOTLAND**

# **ATHLETE DIRECTOR**

## **RECRUITMENT PACK | 2023-2027**



## DEAR APPLICANT,

Many thanks for your interest in becoming an Athlete Director on the Board of Commonwealth Games Scotland (CGS).

Our mission is to use our unique position in Scottish sport to lead and maximise the benefits for Scotland, our member sports and, importantly, our inspirational athletes.

You will have felt the pride of representing your country at a Commonwealth Games and know how important that special Team Scotland experience is for all athletes.

We really value having positive athlete input and experience at the centre of what we do, which is why the role of Athlete Director is so important. You will learn new skills and play a central role in the governance and decision-making of the organisation, shaping our strategy and representing athlete interests in CGS policies and programmes.

You will also be charged with recruiting and leading an Athlete Advisory Panel to support your efforts in representing the collective interests of a wide range of athletes.

We are entering a period of significant challenge and opportunity, while building on success at recent Games.

As our focus shifts from the delivery of successful teams at the Birmingham 2022 Commonwealth Games and Trnava 2023 Commonwealth Youth Games, we face uncertainty over host nations over the coming cycles as we approach the Games centenary in 2030.

Scotland has been a leader and innovator over the years, hosting the Games three times (1970, 1986 and 2014) and developing the Youth Games concept in 2000.

We see a healthy and successful future for the Games and know that Scotland and its athletes will have a key part to play in delivering this vision.

This pack will provide you with some additional information on the role and its responsibilities, but if you have any further questions please feel free to contact our Chief Executive, Jon Doig: [jon.doig@teamsotland.scot](mailto:jon.doig@teamsotland.scot).

Thanks again for your interest in joining the CGS Board as our Athlete Director, and good luck with your application.

A handwritten signature in black ink that reads "Ian Reid".

Ian Reid CBE  
Chair, Commonwealth Games Scotland





## ABOUT US

CGS is the lead body for Commonwealth sport in Scotland. We select, prepare and lead Team Scotland at the Commonwealth Games and Commonwealth Youth Games.

**Our Vision:** Team Scotland and the Commonwealth Games inspiring Scotland to be physically active and successful in the sporting arena.

**Our Mission:** Use our unique position in Scottish sport to lead and maximise the benefits for Scotland, our member sports and athletes by:

- Enabling Team Scotland athletes to perform to their potential at the Commonwealth Games and Commonwealth Youth Games.
- Making the nation proud.
- Operating in a fair and inclusive way.

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.

Our current Board of Directors is led by Ian Reid CBE, who was appointed in May 2023.

The Board is a mixture of elected board members, nominated and voted by our member sports, and those appointed by the Board to ensure a balance of skillsets and experience.

They are also supported by advisors where required.

The Executive team is led by CEO Jon Doig OBE and is responsible for the day-to-day running of the organisation.

CGS have seven full-time staff members, with additional full-time, part-time and voluntary roles recruited as part of Games preparation.

We are based at Airthrey Castle on the University of Stirling campus.



## ABOUT THE ROLE

The Athlete Director is key to ensuring CGS remains an athlete-centred organisation by representing athlete interests and providing advice on CGS policies and programmes, and the Team Scotland experience for athletes at the Commonwealth Games.

They sit on the [Board of Directors](#), which is responsible for the strategic direction of CGS. The Board provides leadership and direction to CGS decision-making, contributes to strategic planning, policy-setting and management, and monitors progress against agreed actions and targets.

There are approximately six board meetings a year, generally held on a midweek evening at the CGS offices at Airthrey Castle, University of Stirling. In-person attendance is encouraged but remote attendance can be facilitated by exception.

As a formal director of the organisation, you are required to abide by the general requirements associated with being a director of a company limited by guarantee. Training is provided as required to ensure you understand your responsibilities as a director.

As well as sitting on the CGS Board of Directors, the Athlete Director will head an [Athlete Advisory Panel](#) (AAP), to be reformed following the appointment of the new Athlete Director.

The Athlete Director will have the scope to shape the focus of work, with support from the CGS Board and executive staff, The AAP have previously offered support in areas such as the Team clothing, preparation programme and policies.

The AAP would be expected to meet 2-4 times across the year, as required, remote or in-person as deemed appropriate.

[Other duties](#) as both a board member and Athlete Director may include attending events on behalf of CGS, such as The Scottish Sports Awards, Scottish sporting events and the Commonwealth Games.

You will have the opportunity to inform the Commonwealth Games Federation (CGF) and European Commonwealth Games Association Athlete Representatives of Scottish athlete views on CGF policies and programmes.

The role is voluntary, with reasonable expenses incurred in the delivery of the role paid monthly in accordance with CGS Expenses Policy.





## WHO WE ARE LOOKING FOR

We're looking for someone who is passionate about Scottish sport, Team Scotland and the Commonwealth Games movement.

You will need to have empathy for, and understanding of, the needs of high-performance athletes from across our member sports.

The role requires a strong leader with good communication skills, the ability to work collectively with key stakeholder groups and an understanding of commitment to Board decision-making.

The responsibilities as a board member are significant and we require athletes who have the time commitment to dedicate to the role.

To apply for the position, you must be a current or retired athlete who competed for Team Scotland at either the [Gold Coast 2018](#) or the [Birmingham 2022](#) Commonwealth Games.

## WHAT'S IT LIKE?

We spoke to current Athlete Director, Colin Gregor, about his experience in the role...

### What made you apply for the role of Athlete Director?

I'd enjoyed my time with Team Scotland as an athlete and, after retirement, was looking to use the knowledge and skills I'd developed through sport in a different setting. I was passionate about making the voice of the athlete heard so the position was a perfect opportunity for me.



### What's been the highlight of your time on the Board?

There's been a few! Seeing the athletes' experience taken note of across different areas including great Scottish clothing and Village look and feel impacting on Team bonding and performance. Through the role I served on the CGF Athlete Commission – and met and worked with athletes from across the Commonwealth. Through that role I was involved in the Opening Ceremony in 2018, carrying the CGF flag into the stadium. The less said about the white suit the better...

### What advice would you give for athletes considering applying for the position?

Go for it. You get a real appreciation for everything that goes on behind the scenes to prepare a team for the Games and can get involved in the areas that really impact whether an athlete has a positive or negative experience with Team Scotland and the Commonwealth Games. It's a big commitment so make sure you have the time to dedicate towards it, but it's very rewarding to be a part of if you can.



## APPLICATION PROCESS

To apply for this role, please email [info@teamscotland.scot](mailto:info@teamscotland.scot) with your CV and supporting information (e.g. cover letter, video, voice note), demonstrating how you will impact positively on CGS as Athlete Director.

Closing date for applications is midday on **Monday 18<sup>th</sup> September**.

Shortlisted candidates will be invited for an in-person interview in Stirling, with interviews expected to take place **w/c 2<sup>nd</sup> October**.

The successful candidate will be invited to join the next CGS Board meeting on **9<sup>th</sup> November 2023**.

Any enquiries regarding the role should be sent to Jon Doig, CEO: [jon.doig@teamscotland.scot](mailto:jon.doig@teamscotland.scot), 01786 466 480.

Good luck!

## EQUALITY STATEMENT

CGS endorses the principle of sports equality and will endeavour through our policies, procedures, actions and decision-making to ensure that no person who is part of CGS or who comes into contact with CGS, receives less favourable treatment on the grounds of race, gender, disability, sexual orientation, religion, age or social background.

CGS encourages applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation.



## THE DETAIL

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| <b>Role Title:</b>                     | Athlete Director, Commonwealth Games Scotland (CGS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsible to:</b>                 | CGS Chair                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Voting or Non-Voting Position?:</b> | Voting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Term Start Date:</b>                | 01/11/23                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Term End Date:</b>                  | 31/10/27<br><br>The Athlete Director will serve a four-year term. Should the Athlete Director wish to sit for a second term, the decision requires to be ratified by the CGS Nominations Committee.                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Anticipated Time Requirements:</b>  | <ul style="list-style-type: none"><li>- Preparation for and attendance at Board meetings and sub-committee meetings (as required, approximately six meetings per year)</li><li>- Preparation for and attendance at Athletes Advisory Panel (AAP) meetings (as required, approximately two-four per year)</li><li>- Support work on projects and activities (approximately one day per month)</li><li>- Attendance at CGS and partner events (estimated two per year)</li><li>- Participation in any additional sub-committees (to be determined with successful candidate).</li></ul> |
| <b>Remuneration</b>                    | This is a voluntary post but travel and other related expenses at CGS agreed rates will be reimbursed in accordance with CGS Financial Procedures and Policies.                                                                                                                                                                                                                                                                                                                                                                                                                       |



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| <b>Key Responsibilities:</b>        | <p>The Athlete Director will:</p> <ul style="list-style-type: none"><li>- Sit on the CGS Board of Directors</li><li>- Chair and coordinate the AAP</li></ul> <p>Key responsibilities include:</p> <ul style="list-style-type: none"><li>- Develop liaison procedures with current and prospective Team Scotland athletes to obtain representative views to pass to the AAP, CGS Board and Team Staff as appropriate.</li><li>- Assist CGS and Team Staff in the development of CGS and Team Scotland policies and programmes.</li><li>- Build relationships with the Commonwealth Games Federation (CGF) Athlete Representatives and provide Scottish athlete views on CGS policies and procedures.</li><li>- Contribute to post-Games Review and development of ongoing Athlete Research to assist future policy development to deliver a positive Games experience.</li></ul>                                                                                                                                                                                                                                                  |
| <b>Additional Responsibilities:</b> | <p>General responsibilities as a CGS Board Member include:</p> <ul style="list-style-type: none"><li>- Provide leadership and direction to CGS decision-making as part of the Board and allocated sub-committees.</li><li>- Contribute to CGS strategic planning, policy setting and management.</li><li>- Monitor progress of strategic planning objectives against agreed actions and targets.</li><li>- Advocacy of CGS plans and objectives to sporting, public and other stakeholders.</li><li>- Attend CGS and partner events on behalf of CGS as required.</li><li>- Be adequately briefed by relevant minutes and papers prior to meetings.</li><li>- Be generally available and respond where decisions or input is required.</li><li>- Abide by Code of Ethics.</li><li>- Act corporately as part of collective team on behalf of all sports and athletes.</li><li>- To keep informed regarding wider sporting issues of relevance to CGS.</li><li>- Abide by general requirements associated with being a Director of a company limited by guarantee including making the necessary statutory declarations.</li></ul> |





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| <b>Person Specification</b><br><b>(Essential)</b> | <ul style="list-style-type: none"><li>- A current or former athlete who competed for Team Scotland at the Gold Coast 2018 or Birmingham 2022 Commonwealth Games.</li><li>- Passion for Scottish sport, Team Scotland and the Commonwealth Games movement.</li><li>- Empathy for, and understanding of, the needs of national sports organisations and high-performance athletes.</li><li>- Commitment to work collectively on behalf of all member sports and athletes.</li><li>- Knowledge and understanding of Scottish, UK and international sporting issues.</li><li>- Team player.</li><li>- Understanding of commitment to Board decision-making.</li><li>- Strong communication skills.</li><li>- Diligence in reviewing and commenting on Board matters.</li></ul> |
| <b>Person Specification</b><br><b>(Desirable)</b> | <ul style="list-style-type: none"><li>- Broad knowledge of Games sports including para-sport events.</li><li>- Connections and/or involvement in wider sporting, business or with public agencies.</li><li>- Knowledge of CGS and its operations.</li><li>- Good meeting management skills.</li><li>- Strategic planning and governance skills.</li><li>- Risk management.</li><li>- Understanding of financial planning and reporting.</li><li>- Ability to make quick, clear and considered decisions.</li></ul>                                                                                                                                                                                                                                                         |

