



# **RECRUITMENT PACK**

## PARTNERSHIPS MANAGER

## **ABOUT US**

Commonwealth Games Scotland (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

## **ABOUT THE ROLE**

We are seeking to recruit a Partnerships Manager to support the delivery of our commercial strategy.

With excitement building for the Glasgow 2026 Commonwealth Games you will be central to the success of our partnerships programme, working closely with the Games' Organising Company to deliver our commercial obligations and ensure our partners enjoy a successful relationship with Team Scotland and our athletes.

The eyes of the nation will be on our team and athletes in 2026, and you will play your part in making the most of that opportunity.

## **THE PROCESS**

If this role excites you please send a CV and one page cover letter outlining your interest and suitability for the role to [partnerships@teamscotland.scot](mailto:partnerships@teamscotland.scot).

Closing date for nominations is **midday on Thursday 22<sup>nd</sup> January 2025**. We anticipate holding interviews **w/c Monday 9<sup>th</sup> February** with the successful individual contacted shortly thereafter.

Any enquiries regarding the role should be sent to [partnerships@teamscotland.scot](mailto:partnerships@teamscotland.scot).

Candidates are also requested to complete the anonymous equality monitoring form: [Equality Monitoring Form](#)

We are happy to consider secondments and/or flexible working arrangements – please include this in your cover letter when applying.





## ROLE DESCRIPTION

<b>Role Title:</b>	Partnerships Manager
<b>Reports to:</b>	Head of Marketing and Commercial Operations
<b>Direct Reports:</b>	-
<b>Term:</b>	Fixed Term (to end of December 2026)
<b>Hours:</b>	37.5 hours per week  A typical week is Monday-Friday, but the nature of the organisation is that meetings and events can occur at evenings and weekends, and flexibility is given to manage these occurrences.
<b>Location:</b>	Stirling/Glasgow/Hybrid.  The successful candidate will split their time between Team Scotland offices in Stirling, Glasgow 2026 headquarters in Glasgow and home working.  Working arrangements are subject to regular review and requirements may change, particularly in the build-up to the Glasgow 2026 Commonwealth Games.
<b>Key Responsibilities:</b>	<p><u>Pre-Games</u></p> <ul style="list-style-type: none"><li>- Support the design and delivery of our Commercial Strategy.</li><li>- Collaborate with the Glasgow 2026 Organising Company and Commonwealth Sport on partnerships which include the activation of team rights.</li><li>- Support CGS resource in identifying, negotiating, securing and managing commercial and strategic partnerships for CGS.</li><li>- Develop and maintain strong partner relationships with a view to securing long-term partnership agreements.</li><li>- Manage activation activity pre-Games, working closely with Team Scotland's media and content functions.</li></ul> <p><u>Games</u></p> <p>Your Games-time role will be shaped in collaboration with the Head of Marketing and Commercial Operations, in conjunction with the wider team structure led by our Chef de Mission, and with the Glasgow 2026 Organising Company.</p>



	<p>It is anticipated that you will be available to work across the full duration of the Games (23<sup>rd</sup> July – 2<sup>nd</sup> August 2026) as well as time immediately pre- and post-Games.</p> <p><u>Post-Games</u></p> <ul style="list-style-type: none"> <li>- Maximise opportunities for partnership engagement post-Games, including supporting the delivery of post-Games events and activity.</li> <li>- Ensure all outstanding issues from the Games are resolved.</li> <li>- Contribute to post-Games review of activity, and coordinate a report on commercial activity for future reference and planning.</li> <li>- Facilitate discussions with partners on agreement extensions for the 2030 Games cycle.</li> </ul>
<p><b>Skills and Experience:</b></p>	<p>You will be:</p> <ul style="list-style-type: none"> <li>- Experienced in the development of commercial partnerships and sponsorship arrangements.</li> <li>- Comfortable in operating successfully under time and resource pressure.</li> <li>- Creative in your approach to designing and delivering effective partnerships.</li> </ul> <p>You will have a strong track record work to demonstrate your skills, with experience of major sporting events an added bonus.</p> <p>A knowledge of the Scottish sport, commercial and political landscapes would be beneficial, as would an understanding of the Commonwealth Games.</p> <p>We live our organisational values, and expect our team members to do the same:</p> <ul style="list-style-type: none"> <li>- Athlete-centred: having athletes at the heart of what we do.</li> <li>- Excellence: aspiring to deliver excellence in our actions.</li> <li>- Leadership: through a participative ‘One Team Scotland’ ethos.</li> <li>- Inspiration: promoting the achievements of team members to inspire others.</li> <li>- Inclusion: people respected, engaged and valued as part of the Team Scotland community regardless of their background, identity or circumstance.</li> </ul>



**Remuneration and Benefits:**

Remuneration will be £50,000 per annum.

Reasonable expenses incurred in carrying out this position are reimbursed, in line with the CGS Expenses Policy.

The role includes 25 days' paid holiday, plus a 10.5-day statutory leave entitlement (3 days of which should be taken when the office is closed between Christmas and New Year).

CGS operates a defined contribution pension scheme of 6% of salary, based on an employee contribution of 6%, and rising with length of service.

Games-time travel, accommodation, subsistence and kit will be provided, as well as appropriate accreditation to fulfil the responsibilities of the role.

