

Games Deputy

Overview

The NatWest International Island Games 2023 will be the biggest sporting event the island has ever hosted. Up to 3,500 athletes and team members will arrive in Guernsey, as 24 islands compete across 14 sports on 8-14 July 2023.

Known always as the 'friendly Games', for Guernsey 2023 we are adding the tagline 'inspiring islanders' to ignite a legacy of international friendship and active lifestyles.

Role description	The Games Deputy position will support the Games Director and the Organising Committee to ensure the Games are executed professionally, on time, within budget and to exceed the Member Islands and residents' expectations. This will involve taking responsibility for key aspects of the project. This full-time role is ideal for someone interested in gaining varied and hands-on experience in Event and Sport Management.
Main tasks and responsibilities	<ul style="list-style-type: none"> • Manage and deliver the spectator experience across multiple venues • Support the Games Village Project Team • Support the Volunteer Team with recruitment and training events • Liaise with and manage a team of Volunteers during the Games • Make necessary bookings for services and facilities required • Create and compile event policies and procedures • Monitor progress of venue plans, identify risks, gaps and opportunities for efficiencies • Help to manage the event storage and ensure all collateral is distributed to the Member Islands • Update and manage the Games database • Lead the delivery and production of all Games Time Accreditation • Manage the Games Time Office • Ensure issue & incident resolution process and procedures at Games time. • Assist with any other activity required by the Games Director and Organising Committee to ensure the successful execution of the Games
Skills Required	<ul style="list-style-type: none"> • Exceptional organisational and time management abilities • Previous experience in event or venue/sports management is preferred, but not essential • Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks. • Adept at building cooperative and positive relationships with internal and external stakeholders. • Self-motivation and able to work independently • Demonstrable strong analytical and problem-solving skills. • Experienced in the use of information technology and reporting. • Joining the Games team will provide you with a unique once in a lifetime opportunity to gain new skills and make new connections.
Remuneration	Equivalent of up to £28,000 per annum (holidays by arrangement)
Next steps	Please email julia.bowditch@guernsey2023.gg with a supporting statement, detailing how you meet the skills required for the role and your CV. Application deadline: 19th August 2022