



General Team Manager (1) (Deputy to Chef De Mission)

Areas of Operation

Operational management of the Welsh Team.

Deputy to Chef De Mission

Responsible to

The CGCW Board through the CGCW CEO prior to Games and the Chef de Mission prior to, and during, the Games

Responsible for

The General Team Manager is directly responsible for the General Team management staff and Sport Team Managers.

General Duties

Pre Games

Assist Chef de Mission on all operational matters

During Games

Deputising and assisting for the Chef De Mission where required

Attend team management meetings

Management of General Team Management staff regarding operational duties

Village set up pre Team entry

Monitor HQ staff welfare including rest cover scheduling

Management of finance payments at the Games to Games organisers as required,

Liaison with CGCW re Team Reception organisation

Child Protection contact point

Entry and accreditation confirmation pre Games

Team support at competition venues and medal ceremonies

Management of Team Managers and Sport issues during Games time

Management of non-medical staff attendance for Event and official function support

Post Games

Management of Games Team Review process

Produce reports on preparation and management outcomes for future reference and planning

Place within Team Structure

The General Team Manager has overall operational responsibility for the Welsh Team operations, reporting to the Chef de Mission. Part of General Team Management.

Time commitment

The candidate for General Team Manager (Assistant Chef de Mission) should expect to commit the time equivalent of two days a month for 2012 and first half of 2013. Then the time commitment would rise to the equivalent of one day a week for the second half of 2013 and all of 2014. The GTM would also be expected to participate in at least two visits to Glasgow. At Games time it is likely the GTM will be in Glasgow for five to six weeks working full time.