

COMMONWEALTH GAMES ASSOCIATION OF THE ISLE OF MAN

TITLE	Commonwealth Games Intern
STATUS	Full-Time Internship, 44 week placement
REPORTING TO	Basil Bielich, President of CGA IOM
BURSARY	£10,080/bursary/placement allowance
LOCATION	Douglas, Isle of Man
DURATION	September 2021 – July 2022

SUMMARY

This is a 44 week placement opportunity which will be based at the office of the Commonwealth Games Association of the Isle of Man (CGA IOM) at the National Sports Centre, Douglas. This placement is part of the eqUIP program which is an initiative of the Commonwealth Games Federation (CGF) which it runs in partnership with various universities in the 6 continental regions of the Commonwealth.

WHO CAN APPLY?

The placement will appeal to:

- second year students from the Isle of Man College of Further & Higher Education/University of Chester who are studying subjects such as Marketing, Sports Management, Business Management, Events Management, etc;
- graduating Manx students. Graduates who apply may also wish to undertake work based postgraduate study during the Internship. Whilst a keen interest in sport is an advantage, this opportunity might appeal to students studying other subjects.

The contract will start in **September 2021** with a structured training session organised by the CGF which will be held within a CGA in Europe (dependant on current restrictions caused by Covid-19) and will involve interns who are being placed in other Commonwealth Games Associations in the Region. The contract will last a maximum of 44 weeks.

Given the current Covid-19 Pandemic, it is highly likely that the standard Intern Programme that would ordinarily be followed may need to be modified to allow for travel restrictions. This will be continually assessed during the placement and any changes agreed with the successful candidate.

The Intern is entitled to ten (10) days leave during his/her Internship. Any additional leave is subject to the discretion of the Host CGA.

DUTIES & RESPONSIBILITIES

This role involves supporting the Management Team of CGA IOM on a range of specific projects aimed at improving external relationships and effective communication to a wide audience. The CGA IOM would, in particular, like to improve its online presence and interact with the education sector in the Isle of Man through a variety of different interventions ahead of the Commonwealth Games (CWG) in 2022.

This role will help the CGA IOM to raise its profile with the athletes and people of the Isle of Man by:

- Helping to raise the CGA IOM presence in the Isle of Man by developing links with governing bodies of sport and their members, business and education centres;
- Support the development of the CGA brand in the wider Manx community by managing the CGAs online and social media presence;
- Support the CGA Marketing Director in implementing the marketing plan and with media liaison.
- Playing a key role in maintaining and updating the new CGA IOM website;
- Sending effective communication targeted to Team Isle of Man athletes;
- Being involved in planning and delivering fundraising and other events;
- Developing an Alumni database with interviews and biographies for media, website and event releases that can be used to acknowledge and promote the achievements of CG participants and assist in promoting the IOM on the world stage;
- Explore ways in which the CGA IOM brand and activities can promote and develop increased participation in and enhance elite sport, in partnership with the Manx Government, Isle of Man Sport and other partners;
- Assist with the preparation for the CWG 2022.
- Other tasks as deemed appropriate.

PERSONAL ASSETS & SKILLS

The role is broad and requires many skills to support the CGA ahead of a Commonwealth Games through a wide range of tasks. In addition to currently studying at the Isle of Man College of Further & Higher Education/University of Chester for an appropriate degree the successful candidate will be:

- Enthusiastic about Manx sport;
- Possess good IT skills;
- Confident in doing presentations/running workshops in schools/colleges;
- Good at communication skills, in particular copywriting, editing and content creation
- Self-motivated and confident;
- Willing to help in a wide variety of aspects associated with supporting a team;
- Able to help organize an event and manage projects;
- Comfortable using social media platforms and MS Word, Excel, Powerpoint.
- Reliable and accurate.

LOCATION DETAILS

The office is in the National Sports Centre, Douglas. There is also the ability to work remotely for a portion of the week. The Intern will be provided with desk space and a computer in the main CGA IOM office.

APPLICATION DETAILS

Please send your resume and cover letter by 15 August 2021 to the address below or by email to iomcga@outlook.com

Mr. Basil Bielich
President, Commonwealth Games Association of the Isle of Man
National Sports Centre, Groves Road, Douglas, Isle of Man IM2 1RB

All responses are appreciated; however, only those selected for an interview will receive a reply.

The **eqUIP** programme is more than the placement of Interns into CGAs; it is one element in a larger programme which focuses on addressing the specified needs of a CGA and the development of their tailored plans. Universities across the Commonwealth's six continental regions will join forces with the CGF to collaborate and work with CGAs to strengthen their organisational capacity in a sustainable manner, to create a training pathway and to develop a knowledge transfer network. The outcome of this development programme should see an effective improvement in Games team management and the delivery of world class teams to the Games whilst meeting the obligations of both the CGAs and the CGF Constitution.

CGA IOM BACKGROUND

The CGA IOM is the body that selects and sends the Manx team to the Commonwealth Games every four years and to the Commonwealth Youth Games. The CGA IOM is a registered charity based in the National Sport Centre and is run by an Executive Council comprised of a President, Vice-President, Secretary General, Financial Director, Marketing Director and Sports Directors. All council members are volunteers.

In 2022 the Commonwealth Games will be in Birmingham, England. A typical team size for the main Games is about 30 athletes plus support staff.

CGA IOM office is responsible for all aspects of sending a team to the Games, apart from training the athletes – this is the responsibility of each respective Manx Sport Association in association with IOM Sport. CGA IOM sets qualification standards and selects team members. It also provides kit, collects data to enter the team, manages travel and generally supports the athletes whilst at a Games.

CGA IOM also has a role in raising the awareness of Team Isle of Man within the Isle of Man, maintaining and improving relations with the Isle of Man Government, Isle of Man Sport, other Manx partners, and the wider Commonwealth Games Family.

CGA IOM receives a portion of its funding from the Isle of Man Government, through Isle of Man Sport. However, the majority of funds required to send a team to a Games are raised through donations from commercial partners and organised fundraising events.