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**RECRUITMENT PACK**

CONTENT CREATOR

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 Content Creator to tell the story of our athletes and sports in the build-up to and during the Glasgow 2026 Commonwealth Games.

You will plan and deliver engaging content that informs and engages the nation, connecting members of the public with the athletes who will represent their country for Team Scotland.

The eyes of the nation will be on our nation and team 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 Jobs@gravitatehr.co.uk.

Closing date for nominations is midday on **Wednesday 02 April 2025**. We anticipate holding interviews **w/c Wednesday 16 April 2025**, with the successful individual contacted shortly thereafter.

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

Candidates are also requested to complete the anonymous equality monitoring form: [Equality Monitoring Form](https://forms.office.com/r/f7nmgisQCP)

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

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ROLE DESCRIPTION

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| **Role Title:** | Content Creator |
| **Reports to:** | Head of Marketing, Communications and Business Operations |
| **Responsible for:** | - |
| **Term:** | Fixed Term (to end of December 2026) |
| **Hours:** | 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. |
| **Location:** | Stirling/Hybrid.  The role is expected to be office-based for at least 2 of the 5 days per week. Working arrangements are subject to regular review and requirements may change, particularly in the build-up to the Commonwealth Games.  Our office is at Airthrey Castle, Hermitage Road, University of Stirling, Stirling, FK9 4LA. |
| **Key Responsibilities:** | Pre-Games   * Work with colleagues to shape and execute our Marketing and Communications Strategy, producing content which engages, informs and inspires our audiences. * Deliver multi-platform, multi-ratio content that will be used to promote our athletes, sports and partners both in real-time and for legacy purposes. * Attend select events, taking responsibility for event coverage, including reporting. * Liaise with athletes and partner organisations to ensure effective time management for content capturing opportunities. * Collaborate with and manage creative agencies and freelance support as appropriate. * Support the wider marketing & communications team in delivering media and marketing commitments, if required. * Jointly-manage all photography capture and output alongside our freelance photographers.   Games  Your Games-time role will be shaped in collaboration with the Head of Marketing, Communications and Business Operations and Head of Media, and in conjunction with the wider team structure led by our Chef de Mission.  It is anticipated that you will be available to work across the full duration of the Games (23rd July – 2nd August 2026) as well as time immediately pre- and post-Games.  Post-Games   * Maximise opportunities for promotion post-Games, including supporting the delivery of post-Games events and activity. * Ensure all outstanding issues from the Games are resolved. * Contribute to post-Games review of activity, and co-ordinate a report on media activity for future reference and planning. |
| **Skills and Experience:** | You will be:   * Knowledgeable in communications, editorial and storytelling in a range of multi-media formats * Technically proficient in video capture and editing. * Experienced in using social media channels and their functionality. * Comfortable in operating successfully under time and resource pressure.   You will have a strong portfolio of work to demonstrate your skills, with experience of major sporting events an added bonus.  A knowledge of the Scottish sport, media and political landscapes would be beneficial, as would an understanding of the Commonwealth Games.  We live our organisational values, and expect our team members to do the same:   * 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’ ethos. * 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. |
| **Remuneration and Benefits:** | Remuneration will be £35,000 per annum.  Reasonable expenses incurred in carrying out this position are reimbursed, in line with the CGS Expenses Policy. Free parking is provided at the office.  The role includes 25 days’ paid holiday, plus a 10.5-day statutory leave entitlement (7 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. |