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**RECRUITMENT PACK**

HEAD OF MEDIA

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 Head of Media to lead our media and communications in the build-up to and during the Glasgow 2026 Commonwealth Games.

You will recruit, prepare and manage a Games-time media team to maximise the promotion of Team Scotland, our sports and athletes, and manage all activity in the build-up to the Games, including team announcements and media enquiries.

The position will be key to the success of Team Scotland, creating and delivering a high-performance environment at the Games to inspire the team to have pride, act inclusively and enable athletes to excel.

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](mailto:Jobs@gravitatehr.co.uk)

Closing date for applications is **3rd April 2025**. We anticipate holding online interviews around 16th April 2025.

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

Candidates are also requested to complete the anonymous equality monitoring form:

[Equal Opportunities Monitoring Form](https://cas5-0-urlprotect.trendmicro.com/wis/clicktime/v1/query?url=https%3a%2f%2fforms.office.com%2fe%2f7npkQhuw6p&umid=e343662a-1f79-4fa6-9402-17c88fa31400&rct=1740657316&auth=12dd81898023b64d453c5474fd7a77b5f74dff8a-a2ea0227521b16158d54e6525fae9fb57028bc53)

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:** | Head of Media |
| **Reports to:** | * Head of Marketing, Communications and Business Operations (non-Games) * Chef de Mission (Games time) |
| **Responsible for:** | * Media Officers (Games time) * Celebrating Success Officers (Games time) |
| **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 a Commonwealth Games.  Our office is at Airthrey Castle, Hermitage Road, University of Stirling, Stirling, FK9 4LA. |
| **Key Responsibilities:** | Pre-Games   * Recruit and prepare a media team. * Work closely with key personnel from Glasgow 2026, Commonwealth Sport, sportscotland and member sports to aid preparation and delivery. * Build internal relationships with the Chef de Mission, General Team Management, Team Managers and athletes, and external relationships with Scottish and UK rights and non-rights holders. * Work with the CGS Head of Marketing, Communications and Business Operations to deliver our Marketing and Communications Strategy. * Plan and deliver team announcements and other media activity, including support of commercial activations. * Assist with the development and preparation of Team Scotland incident management planning. * Design and manage internal communication processes for pre-Games and Games-time. * Support the delivery of Team Camps, including kitting out. * Feed into planning of Scotland House and wider team activity. * Oversee external media monitoring.   Games   * Lead point of contact for all media and communications activity, including management of media enquiries, requests, press conferences and events. * Management of media team members, ensuring integration with wider team. * Lead on areas of responsibility at General Team Management meetings, and act as liaison between media team and wider operations. * Ensure consistent communications and messaging between team members, senior CGS staff and Board. * Liaise with Glasgow 2026 and Commonwealth Sport media personnel as appropriate. * Implement incident management processes as required. * Work closely with our content team to deliver on Marketing and Communications Strategy. * Delivery of Celebrating Success process of activity.   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:   * An excellent communicator and strong leader, being able to quickly build a motivated and cohesive team. * Experienced in working well under time and resource pressure. * Able to make quick and clear decisions, and communicate them in an efficient manner. * Proficient in balancing the needs of a range of stakeholders.   You will be able to demonstrate strong experience of working in relevant media and communications roles, ideally with experience of major sporting events.  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 £45,000 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.  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. |