

Job Description – Team Wales

Commonwealth Games Wales



Engagement Assistant

Role Title	Engagement Assistant, Commonwealth Games Wales
Reporting to	Head of Engagement, Commonwealth Games Wales
Person Specification	<p>The candidate must be a team player with a positive attitude and ability to work independently; an enthusiastic and confident professional, with experience working in a media/marketing or commercial environment an advantage.</p> <p>The candidate will have experience in using digital tools to create graphics, the ability to create dynamic and engaging content for all Team Wales channels.</p> <p>The candidate will assist in boosting Team Wales brand across social media, have the expertise to identify trends, skills to develop ideas and create content across written, video and digital output. The candidate will have a clear understanding of the Team Wales audience and objectives.</p> <p>The candidate will be confident interviewing contributors for social media content – pupils, athletes, partners and additional stakeholders. The ability to self-shoot and edit an advantage.</p> <p>The role will require the candidate to support in written content and assist in managing and updating the website.</p> <p>The candidate will be able to multitask and work across Team Wales sports events, manage partner activations and support the Head of Engagement where needed.</p> <p>The ability to work effectively in a fast-paced and changing environment is essential.</p> <p>The ability to speak and write in Welsh is an advantage.</p>
Start Date	ASAP
Location of Work	<p>NIAC, Cyncoed Campus, Cardiff Metropolitan University, Cardiff.</p> <p>There is also the flexibility to work from home a few days a week if approved by the Head of Engagement and if the business diary allows.</p> <p>The role requires the candidate to work 35 hours per week, with flexible working hours during major events, such as the Commonwealth Games.</p>
Key Responsibilities	<p><i>To provide community, media and partner engagement support to the Head of Engagement.</i></p> <p><u>Media & Marketing</u></p> <ul style="list-style-type: none"> • Creating a social media content calendar, and managing the delivery of content across social media platforms independently

	<ul style="list-style-type: none"> • Create and developing ideas – the ability to work independently and as part of a team • A true understanding of the target audience and trends for different social media platforms. • Manage the daily Team Wales social media channels, including but limited to engaging with the audience, partners and stakeholders in a suitable manner • Manage imagery library and Facebook albums • Create media content for all Team Wales platforms. • Support the delivery of partner campaigns and events • Support Head of Engagement with media requests and events • Collate media coverage and stories <p><u>Business Club and Partner engagement</u></p> <ul style="list-style-type: none"> • Create digital content for Team Wales Business Club events and partner activation • Creative input in activation and engagement ideas with partners • Support Head of Engagement at Business Club events
	<p>Due to the nature of the role, the candidate will need to be flexible to accommodate the nature of the role and the environment Games-time and during other key events.</p>
<p>Relationships & Interfaces</p>	<ul style="list-style-type: none"> • Reports directly to Head of Engagement • Interaction with other Team Wales staff, sports and partners • Interaction with support staff during the Games period
<p>Role Benefits:</p>	<ul style="list-style-type: none"> • Team Wales Kit • Private healthcare and well-being package

Application Process: Please submit your CV and cover letter to nominations@teamwales.cymru

Application deadline: 1st August