



JOB DESCRIPTION - 3 ROLES AVAILABLE	
eqUIP NextGEN	
Job Title	eqUIP Officer – Africa & Europe eqUIP Officer – Americas & Caribbean eqUIP Officer – Asia & Oceania
Reports To	Regional Development Manager
Location	Remote working within a CGA in the region
Business Area	Development
Start Date & Length	15 th May 2025 (Flexible) to 30 th September 2026 Start date is negotiable pending on successful candidate's current commitments.
Hours	Fulltime (Negotiable) The Development team is based around the Commonwealth, so flexible working hours are necessary.
Compensation	Competitive
Overall Job Purpose	
<p>This new role is an extension of the eqUIP Internship programme and offers alumni the opportunity to expand their experience. Working with the Regional Development Managers, the role will support CGA development, regional priorities and the delivery of our programmes in 2025 and up to the 2026 Glasgow Games across their two regions. If necessary, also support the planning of the Kings Baton Relay and other key Commonwealth Sport events.</p> <p>The role will also play a critical role to maintain a record of CGA events and potential communications opportunities to demonstrate impact through their work as strategic leaders of Commonwealth Sport.</p>	
About CGF Development	
<p>The Development Team supports all CGAs to be great organisations in preparation, performance and celebration. It enables them all to actively contribute to the development of sport and sport for development in the Commonwealth. Ultimately the role is about Leading, Supporting and Developing thriving member CGAs.</p> <p>There are three priorities within the Development workstream:</p> <ul style="list-style-type: none">• Build and manage strong, meaningful partnerships with all CGAs.• Support all CGAs to be great organisations in preparation, performance and celebration.• Enable all CGAs to contribute to the development of sport and sports for development actively. <p>The CGF's Development Team is comprised of the Director, Head of Programmes & Investment, three (3) Regional Managers (Africa & Europe / Asia & Oceania / Caribbean & Americas), Development Officer and three (3) eqUIP Officers.</p> <p>The flagship CGF Development Programmes are the eqUIP Internship, GAPS Para Sport Development Programme, Games Changers Grant and Women Leaders.</p>	
Accountabilities/Responsibilities	
Principal Accountabilities	
<ul style="list-style-type: none">• Support the delivery and coordination of all CGF Development Programmes within the regions.• Support the Regional Development Manager to disseminate information to the CGAs.	



- Consistently apply measurable key performance indicators (KPIs) across the Development Programmes and activities.
- Provide compiled reports and feedback from CGAs related to the Development Programmes implementation to ensure the objectives are being achieved and meet CGA needs.

Regional Support

- Build and maintain strong, meaningful partnerships with all CGAs in the regions through regular engagement.
- Facilitate regional feedback on all Commonwealth Sport matters across the region and within the CGF as appropriate.
- Develop and maintain a regional calendar of activities
- Maintain and update as necessary the CGA key contacts database

Development Programmes and Grants Management

- Working with the Regional Development Manager, support regional planning, delivery, monitoring and reporting of key Development Programmes.
- Support the evaluation and internal reporting of Development Programmes.
- Support the oversight and reporting of programmes budgets, risk management and safeguarding aspects.
- Support CGAs to submit, implement and monitor the impact of available Grant programmes.
- Liaise with key stakeholders, service providers, experts and others who support the CGF Development Programmes.

Communications

- Working with CGAs and the CGF Communications and Marketing team, identify projects and moments that contribute to building a meaningful and impactful brand for Commonwealth Sport.
- With the wider team, collaboratively development of a Development Content Calendar and Plan.
- Communicate effectively with CGF management teams and staff members.

Games Time

- It is possible that a role may be assigned specific to Games-Time roles as part of the CGF's Games-Time planning process.

Key Interfaces - Internal	Key Interfaces - External
<ul style="list-style-type: none"> • Director of Development and CGA Relationships • Head of Programmes & CGA Investment • Regional Development Managers • CGF Regional Vice Presidents • CGF Staff 	<ul style="list-style-type: none"> • CGA Leadership & Key Management • Programme Partners • Organising Committee (OC)

Structure & Application Process

Recruitment for the role will be done in partnership with Commonwealth Games Associations that have participated in the eqUIP programme previously. Once the successful candidate has been identified we will work with the CGA to establish the contractual relationship and secondment to the CGF for the duration of the contract.

The CGF will supply all business tools to allow the role to be successful achieved. We ask that the CGA provide an appropriate office space and access to wifi.

If interested please submit your CGA reference letter, CV and covering letter to the relevant Regional Development Manger on or before **Wednesday, April 16th 2025 at 17:00 GMT**.

- Africa & Europe: ezera.tshabangu@commonwealthsport.com
- Americas & Caribbean: ryan.brathwaite@commonwealthsport.com
- Asia & Oceania: mel.cooper@commonwealthsport.com



Competence / Knowledge / Skills

Experience

- Completed an eqUIP internship within a CGA of the region
- Able to demonstrate strong relationship skills and a high cultural sensitivity and diplomacy level when working with key stakeholders and partners
- In-depth understanding of effective sport organisation structures
- Demonstrated ability to navigate and build relationships
- A proven track record of managing significant budgets
- Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks

Skills/Knowledge

- Highly developed stakeholder management skills
- Problem-solving
- Deadline management
- Innovative and strategic thinker
- Broad knowledge of multiple sports environments
- Excellent written, verbal, and analytical skills in English
- Operationally strong

Behaviours

- Flexible, agile, and adaptable
- Strong attention to detail
- Cultural diplomacy
- Comfortable working in a fast-paced environment
- A high level of integrity and an ability to be discrete and tactful with due respect for confidentiality
- Good team player, committed, enthusiastic, and motivated
- Passionate and knowledgeable about sports and the Commonwealth