



BIRMINGHAM 2022 JOBS BULLETIN

5th January 2021



In July 2022, Birmingham will host the 22nd Commonwealth Games, the largest multi-sport event to be held in England in 10 years.

Approximately 6,500 athletes and team officials from 71 nations and territories across the Commonwealth will come together in a 12-day celebration of sport and culture. Events will take place across Birmingham and the West Midlands, entertaining more than one million ticketed spectators and reaching a global broadcast audience of more than one billion.

Over the next two years we will have many different opportunities and ways to get involved, and we really encourage you to join in as we put West Midlands on the global map.

Here are the current vacancies:

Apprenticeship vacancies

Closes 10th January 2021

- Apprenticeship HR Administrator
- Apprenticeship Cleaning, Catering & Waste Administrator
- Apprenticeship CEO Office Administrator
- Apprenticeship Sport Team Assistant x2
- Apprenticeship Accreditation Coordinator x4
- Apprenticeship IT Support Technician x2
- Apprenticeship Workforce Systems Administrator

For further information on the above Apprenticeship vacancies please visit our webpage on:

[Apprenticeships - Birmingham 2022 by Gi Group your job, our work](#)

Producer (Creative Participation)

Closes 18th January 2021

Birmingham 2022 is looking for an outstanding Producer who can ensure participatory engagement is achieved and maximised across cultural commissions and partnership projects that form part of the Games' region-wide arts festival. A key player in the culture team, the postholder will focus on projects that specifically engage children and young people, disabled people and vulnerable adults. In addition, they will hold a 360 view on creative participation opportunities across the wider Ceremonies, Culture and Queen's Baton Relay programmes within the overall context of the Games' ambitions for public engagement.

The successful candidate will have a 'people-first' approach and have significant experience

of delivering public engagement and participation programmes in multi-art form contexts. They will know what quality integrated and inclusive arts participation looks like in practice, and likely have some pre-existing knowledge of the culture, community and/or arts landscape of Birmingham and/or the West Midlands.

[Job offer Producer \(Creative Participation\), Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Producer (Cultural programme)

Closes 24th January 2021

Birmingham 2022 is looking for an experienced arts producer to collaborate with artistic partners on the development of projects for the Games' arts festival. In addition to working closely with the culture team across programme commissioning, the postholder will focus on sector development activity for independent creatives and diverse-led arts organisations, and lead on programme alignment to draw existing/independently funded projects into the festival.

The successful candidate will be an arts or heritage curator, programmer and/or line producer with an eye for detail and significant experience of delivering commissioned projects towards excellent artistic and social outcomes. They will be a creative thinker and understand the needs of artists and creative organisations, particularly reflecting on COVID 19 sector recovery. Some pre-existing knowledge of Birmingham and the West Midlands cultural sector will be expected.

[Job offer Producer \(Cultural Programme\), Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Senior Programme Manager

Closes 13th January 2021

Birmingham 2022 is looking for an exceptional Senior Programme Manager to work at the heart of three of its major cultural activities - the Cultural Programme, Games' time Live Sites and the Learning Programme - enabling them to operationalise efficiently and collaboratively from beginning to end. The successful postholder will establish and manage all commissioning/programme contracts, oversee artistic administration and ensure all programmes integrate effectively with other areas of the organisation.

[Job offer Senior Programme Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Project Manager (Live Sites)

Closes 18th January 2021

Birmingham 2022 Live Sites will be a 'front-door' to the Games offering outdoor screened Games events, 'have-a-go' sporting and cultural activities, and food and beverage facilities at two Birmingham city centre sites and a number of community settings. Working out of the Cultural Programme & Live Sites team, the role will guide and manage the procured lead supplier who will plan, operationalise and deliver Live Sites as a crucial part of public engagement during Games time.

[Job offer Project Manager \(Live Sites\), Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Grants Programme Manager (Culture Programme)

Closes 11th January 2021

The Grants Programme Manager will lead a £2m Creative Communities Grant Programme being delivered in partnership with Birmingham City Council, aiming to capitalise on the unique opportunity of hosting the Birmingham 2022 Commonwealth Games. The programme will bring together artists with communities to create exciting cultural projects for, by and with the residents of Birmingham as part of the Games' Cultural Programme.

[Job offer Grants Programme Manager \(Culture Programme\), Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Procurement Assistant Category Manager

Closes 24th January 2021

Birmingham 2022 are recruiting for a Procurement Assistant Category Manager to join a team of Procurement experts leading high profile contracts for a Global sporting event. Supporting the Procurement Category Managers and Business Partners, you will be supporting the delivery of key category procurement processes and assisting with ongoing contract management support. This is a hands-on role and encompasses the full spectrum of tender and contract management activities. If you are looking for a challenging new role covering multiple areas, a wide mix of stakeholders and with a legacy impact that will last long after your delivery then this is the role for you!

Our stakeholder management is a critical area of the role and the softer skillsets of building relationships, supporting their journey to market and providing strong procurement project delivery support is essential. The role incumbent will have a strong background in public sector procurement and excellent commercial acumen.

[Job offer Procurement Assistant Category Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)



Procurement Category Manager

Closes 24th January 2022

Birmingham 2022 are recruiting for an experienced Procurement Category Manager to join a team of Procurement experts leading high profile contracts for a Global sporting event. Supporting the Head of Procurement, you will be delivering key category procurement processes and provide ongoing contract management support. This is a hands-on role and encompasses the full spectrum of tender and contract management activities. If you are looking for a challenging new role covering multiple areas, a wide mix of stakeholders and with a legacy impact that will last long after your delivery then this is the role for you!

Our stakeholder management is a critical area of the role and the softer skillsets of building relationships, supporting their journey to market and providing strong procurement project delivery leadership is essential. The role incumbent will have a strong background in procurement, excellent commercial acumen, experience in contract management and a background in public sector procurement is essential.

[Job offer Procurement Category Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Finance Project Manager

Closes 8th January 2022

As the Finance Project Manager, you will work closely with partners, functional areas and the wider finance team to ensure that financial projects are delivered accurately and on time.

Reporting to the Head of Financial Management you will have overall responsibility for overseeing and leading on key financial projects within the Organising Committee. This is a pivotal role within the Finance team as the Organisation needs to engage in a number of projects in advance of the Games in 2022 to ensure Games readiness.

[Job offer Finance Project Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Financial Planning Analyst

Closes 10th January 2021

The purpose of the Financial Planning Analyst is to develop and maintain accurate, high quality and insightful financial information and analysis to support the Financial Planning team and wider Organising Committee achieve its objectives, with a focus on cost-effective delivery and compliance with budgetary controls.

[Job offer Financial Planning Analyst, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)



Community Engagement Manager

Closes 11th January 2021

The Communications, Marketing and Media Division is responsible for developing and protecting the Birmingham 2022 brand, as well as driving awareness and interest in the Games via our major campaigns such as ticketing, volunteering and the Queens Baton Relay. This integrated team is also responsible for the running of the Birmingham 2022 press office, working with Games partners to deliver community engagement, implementing a comprehensive public affairs programme, creating and optimising all public facing digital media and Games time media operations.

Birmingham 2022 are looking for 3 Community Engagement Managers to develop and deliver innovative and effective engagement programmes within the local community. This includes the operational delivery of engagement to ensure that there is effective flow of information out to the West Midlands about the impact and opportunities that the Games brings.

[Job offer Community Engagement Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Brand and Marketing Assistant

Closes 8th January 2021

Birmingham 2022 are looking for a Brand and Marketing Assistant to support the Brand Manager in the ongoing development and protection of the Birmingham 2022 brand and sub-brands, in addition to the delivery of generalist brand, marketing and communications activity. Working collaboratively with functional areas, partners and Birmingham 2022 rights holders, you will ensure the timely and efficient processing, documenting, feedback and approval of brand and marketing materials ensuring compliance with relevant brand guidelines.

The Communications, Marketing and Media Division (CMM) is responsible for developing and protecting the Birmingham 2022 brand, as well as driving awareness and interest in the Games via our major campaigns such as ticketing, volunteering and the Queens Baton Relay. This integrated team is also responsible for the running of the Birmingham 2022 press office, working with Games partners to deliver community engagement, implementing a comprehensive public affairs programme, creating and optimising all public facing digital media and Games time media operations.

[Job offer Brand and Marketing Assistant, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

CRM Manager

Closes 12th January 2021

Birmingham 2022 are looking for a CRM Manager to develop and manage the CRM programme for the Commonwealth Games. Working as part of an integrated Marketing & Communications team and with the CRM supplier you will develop innovative CRM strategies and campaigns that increase data acquisition and drive digital engagement and positive action that will contribute to business critical Games objectives relating to ticket sales, fan engagement and volunteer recruitment.

[Job offer CRM Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Workforce Systems Shared Services Manager

Closes 13th January 2021

Responsible for supporting the systems processing and maintenance of all Workforce; Paid Staff, Volunteers and Contractors within the Workforce Management System through the journey to Games Time. This role will also support the development of the Workforce Management System identifying business processes for all stages. This role plays a pivotal part in each step of the Workforce Journey including assignments, offers, invites to training and the scheduling and rostering of the Games Workforce; with over 45,000 Workforce.

[Job offer Workforce Systems Shared Services Manager, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Cluster Venue Logistics Manager x3

Closes 14th January 2021

Birmingham 2022 are looking for 3 Cluster Venue Logistics Managers, to develop, plan, implement and manage the Venue Logistics operations for a specific cluster of competition and non-competition venues. One of these roles will be to look after the Commonwealth Games Village venues. These roles will report to the Venue and Village Logistics Operations Lead, form part of the Logistics leadership team and be required to deliver central projects that may impact all venues and may include supporting on the procurement of resources, contract management of suppliers/partners, planning of special services eg. Arrivals and Departures / Athlete Equipment Distribution. Over time these roles will involve line management of assigned Venue Logistics Managers (VLMs).

The Logistics Functional Area (FA) is responsible for identifying, scoping, storing, delivering, recovering and disposing the materials required to stage the Games

[Job offer Cluster Venue Logistics Managers x3, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Uniforms Operations Coordinator

Closes 7th January 2021

Birmingham 2022 are looking a Uniforms Operations Coordinator, responsible for coordinating the planning and management of all elements of the Uniform Programme. The role will also involve heavy emphasis on the critical path to ensure the Programme meets the critical milestones.

[Job offer Uniforms Operations Coordinator, Professional, Birmingham, West Midlands.](#)
[Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Scheduling Support Coordinator

Closes 12th January 2021

The Venue Development and Overlay Department (VDO) is responsible for the planning, design and delivery of temporary infrastructure for all competition/training venues and non-competition venues including the Commonwealth Games Athletes Village. The Department provides design integration of venue requirements for all Birmingham 2022 operational departments and external partners, including host broadcast and security.

Birmingham 2022 are looking for a Scheduling Support Coordinator to assist the VDO Scheduling Planner with the development and management the programming and scheduling services necessary for the readiness and delivery planning for all temporary overlay/infrastructure requirements for Commonwealth Games venues.

[Job offer Scheduling Support Coordinator, Professional, Birmingham, West Midlands.](#)
[Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Integrated Planning Manager

Closes 17th January 2021

An exciting and business critical opportunity has arisen at the Birmingham 2022, who are looking for an Integrated Planning Manager to lead on C3 at this time:

This role offers the successful applicant the opportunity to support a new and innovative way in planning and delivering the Commonwealth Games; supporting the development of optimised Games time solutions, challenging previous Games 'norms' and supporting the Organising Committee to be efficient and effectively prepared for the Games. The OC is looking to add to its talented team a dynamic problem-solver who is adaptable and motivated by new challenges. The successful applicant will have a proven track record in scoping and initiating complex projects, with an ability to learn quickly and generate insight from existing information and experience. With exceptional inter-personal skills, they will have the initiative to work independently as well as to lead a small team across a number of projects.

[Job offer Integrated Planning Manager - C3 Lead, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Sustainability Coordinator

Closes 10th January 2021

B2022 are looking for a Sustainability Coordinator to join their Sustainability Department. This position will play a key role in strategic and operational planning, data capture and analysis, reporting and the coordinated delivery of projects as directed by the Sustainability Manager with a specific focus on the Games carbon footprint.

[Job offer Sustainability Coordinator, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

Head of Sustainability

Closes 7th January 2021

The team are looking for a Head of Sustainability to join Birmingham 2022. The role requires leadership, advocacy and coordination across all stakeholders including B2022 functional areas (FA's), and key B2022 partners such as Birmingham City Council, other local Councils, West Midlands Combined Authority, Transport for West Midlands, DCMS, the Commonwealth Games Federation (CGF), the supply chain, community groups and NGO's and, where required, the international sporting and events community.

[Job offer Head of Sustainability, Professional, Birmingham, West Midlands, Vacancy detail - Birmingham 2022 by Gi Group your job, our work](#)

For further information on all vacancies, please visit our job page:
www.birmingham2022.com/get-involved/jobs