

# Attaché Job Description

## The Role

The duties and responsibilities of the Attaché is primarily to look after the personal travel and transportation needs of:

- IIGA Executive Committee members
- Member Island Team General Team Managers
- Member Island VIPs and others where appropriate

On call backup support may also be required during the week of the Games for:

- Member Island Team medical support staff
- Looking after guests attending the opening ceremony reception, the Bailiff's reception and the Governor's reception or similar
- People with an urgent transportation need

In addition, an Attaché may also have responsibilities during the arrival and departure phases.

A few words about the vital role of an Attaché from GIGA's Games Director, Jon Marley.

*Attachés form the direct link between the host and visiting islands. In many ways they are the face and voice of the organising committee, transferring invaluable information to all island representatives. A good Attaché can be the difference between a smooth-running Games or one which is constantly playing catch up.*



*Volunteer Attachés need to be self-driven, with the most up-to-date information at their fingertips. The days can be long as often you "live" the Games alongside your team manager witnessing exhilarating highs or disappointing lows.*

*It helps if Attachés have a keen interest in spectating ALL sports as a lot of time can be spent at the various venues. However, this voluntary role has been described by previous Attachés as the most exhilarating week of their lives and many ask if they can sign up to do it again at the next Games!*

*Having links to any of the competing islands can be an advantage and if you speak or can understand the island's language it helps, although most managers speak very good English."*

## Skills required

- i) Good knowledge of Guernsey, its culture and history
- ii) Own vehicle (although not essential) and a clean driving licence
- iii) Availability during the Games of 6 hours each day (3rd - 9th July 2021)
- iv) Availability to attend Games meetings on 1st, 2nd and 5th July, 2020 when Islands will be in Guernsey for site visits.

## Training

All Attachés will be offered training which will cover the island's hotel and sport venues, the history of Guernsey, the role of being a host as well as basic first aid.

## Expenses

These are volunteer roles although reimbursement will be made for out of pocket expenses such as petrol.

## Next steps

If you are interested in finding out more about the Attaché role, please contact our Attaché co-ordinator, Carla Bauer, by email on [carla.bauer@guernsey2021.gg](mailto:carla.bauer@guernsey2021.gg), telephone 07781 127422 or via our generic email [volunteer@guernsey2021.gg](mailto:volunteer@guernsey2021.gg). A registration of interest form can be found at [guernsey2021.gg](http://guernsey2021.gg).