

## Vacancy: Cricket Scotland Operations Coordinator (6 months)

### Background

Cricket Scotland is the governing body for the game at both performance and participation levels throughout Scotland. Our vision is to inspire Scotland to choose cricket and we do that by supporting the different forms of the game within communities, schools and over 130 clubs throughout the country.

A fast-paced organisation with big aspirations, the future of Scottish Cricket is incredibly bright, and a fantastic opportunity has arisen to join the organisation for an initial six-month term to support the Head of Operations in the delivery of the new Cricket Scotland Digital Scoring platform.

The position reports into the Head of Operations and is based at Cricket Scotland's offices in Edinburgh with work at host venues across Scotland.

### Purpose of Role

The Operations Coordinator will provide administrative support for all work on the roll out of the new platform including being a primary point of contact for club communications, administering all Cricket Scotland senior and junior cup competitions and supporting other Cricket Scotland admin teams as required.

### Role Description

<b>Role Title:</b>	<b>Operations Co-ordinator (6 months)</b>
<b>Outline of Role</b>	To support the Head of Operations in the delivery of the new Cricket Scotland Digital Scoring platform, domestic cricket programmes and general club engagement
<b>Responsible to:</b>	Head of Operations
<b>Key Liaison with:</b>	Operations Manager, Marketing and Comms Manager, Events Assistant, Eastern League Management Group (ELMG)
<b>Office:</b>	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
<b>Hours:</b>	37.5 hours per week
<b>1. CS Digital Scoring Platform</b>	<ul style="list-style-type: none"> <li>Admin lead on the CS digital scoring platform (CS Live) and key support for regions/club's administration</li> <li>Primary point of contact for club communications relating to all administrative domestic cricket matters.</li> <li>Provide support and advice for clubs seeking overseas players and issue Governing Body Endorsements as required</li> </ul>
<b>2. Cricket Scotland League and Cup Competitions</b>	<ul style="list-style-type: none"> <li>Administer all CS senior and junior cup competitions, including updating draws, managing <i>CS Live</i> and coordinating finals days.</li> <li>Admin support for the ELMG for the Eastern Premier league,</li> </ul>

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	<p>including arranging fixtures on <i>CS Live</i>, ordering balls, monitoring umpires' and captains' match reports.</p> <ul style="list-style-type: none"> <li>• Provide the administrative support for the Cricket Scotland disciplinary process and procedures.</li> </ul>
<b>3. General Administration &amp; Financial</b>	<ul style="list-style-type: none"> <li>• Support other CS department admin teams as required</li> <li>• Track, monitor and report of spend against agreed budget and ensuring appropriate sign off by CS budget holder</li> <li>• Maintain CS trophy log</li> </ul>
<b>4. Website and social media content</b>	<p>Provide support, with Marcomms, for creating and sharing domestic cricket content through:</p> <ul style="list-style-type: none"> <li>• Website</li> <li>• Social media</li> <li>• E-Newsletter to cricket audiences</li> </ul>
<b>5. International and Regional Match Day Admin</b>	<p>Supporting the Head of Operations in the Delivery of logistics surrounding matches including but not limited to the following;</p> <ul style="list-style-type: none"> <li>• Accreditation</li> <li>• Sponsorship boards and advertising</li> <li>• Sponsor and VIP guest hospitality invitations</li> <li>• Ticketing</li> </ul>
<b>Projects</b>	<p>This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.</p>
<b>Working Hours</b>	<p>The job is a temporary role contracted from mid-March to September 2021. Due to the nature of the business, a flexible approach to working hours is to be expected.</p>

## Background and Experience

The successful candidate should have the following skills, education, and experience:

### Educational and Professional Qualifications

#### Desirable

- A degree or equivalent in sports administration or communications

### Previous Experience/Training

#### Essential

- Previous experience as an administrator/co-ordinator for a similar organisation
- Articulate individual with excellent written communications and presentation skills
- Previous experience of relationship building within membership or sporting organisations
- Strong technical ability and experience of either database or online registration systems

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### Desirable

- Previous project management or event management experience
- An ability to work to organisational deadlines and KPIs
- A knowledge and understanding of cricket and / or experience of working in a cricket organisation

### **Skills**

- Excellent organisation and decision-making skills
- A team player that proactively works to create win-win relationships and outcomes
- Sets high performance standards and a clear accountability for results
- Strong written and verbal communication skills
- Can manage a demanding workload
- An understanding of and commitment to equality of opportunity and diversity

### **Remuneration**

The package will include a salary of £20,000 pro rata, laptop, and mobile smart phone.

### **Applications**

Interested applicants should send a covering letter together with their CV to the Chief Executive at [applicants@cricketscotland.com](mailto:applicants@cricketscotland.com) clearly stating the name of the role. Closing date for applications is 17:00 on **Sunday 28th February 2021**.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its recruitment and employment practices, and to making its services as accessible as possible. We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership.

As part of our work to achieve these goals, we need to collect personal data which will be handled in the strictest confidence and will only be used for statistical monitoring purposes. We would encourage you to complete our equality monitoring form which can be found [HERE](#).

Interviews for suitable candidates may take place before the closing date.

No agencies.