

Vacancy: Cricket Scotland Tournament Manager (4 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 four months to manage the delivery of a series of tournaments.

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 Tournament Manager will support the Head of Operations and Operations Manager and will be responsible for the coordination, management, and delivery of a series of tournaments including the ICC Cricket World Cup League 2 home matches, the ICC Women's T20 World Cup European Qualifier, and the ICC Men's U19 World Cup European Qualifier.

Role Description

Role Title:	Cricket Scotland Tournament Manager (Temporary 4 Months)
Main Purpose:	The role will be responsible for the co-ordination, management, and delivery of a series of tournaments in association with the ICC, Cricket Scotland, and the host venues. The role will also support Cricket Scotland domestic cricket events
Responsible to:	Head of Operations / Operations Manager
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	Based on 37.5 per week
Overview of Role	<p>Support in the delivery of all logistics surrounding cricket tournaments including but not limited to the following;</p> <ul style="list-style-type: none"> • Liaison with venues and ICC prior to the tournament • Security and accreditation • Player and public catering • Match day logistic support to the ICC event manager • Supporting delivery of any sponsorship & hospitality at event • Liaison with sport development activities being held in conjunction with matches

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	<ul style="list-style-type: none"> Support the Marketing & Comms Manager with relevant input into social media, website, and media relations
Tournaments	Tournaments shall include the ICC Cricket World Cup League 2 home matches, the ICC Women's T20 World Cup European Qualifier, and the ICC Men's U19 World Cup European Qualifier
Working Hours	Due to the nature of this role a flexible approach to working hours is required. Specific working days and hours can be agreed based around the 37.5 hours per week. Period of contract runs from May to August 2021

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 or events management

Previous Experience/Training

Essential

- Previous project management or event management experience
- A knowledge and understanding of cricket and / or experience of working in a cricket organisation
- An ability to work to organisational deadlines and KPIs
- Experience of being able to work under pressure, with the ability to multi-task when planning a range of projects
- Demonstrable time management-skills and experience of working on one's own

Desirable

- Previous experience of relationship building within sports clubs
- Experience of working with membership organisations
- Event management experience within High Performance sport

Skills

- Excellent organisation and decision-making skills
- Highly articulate individual with excellent verbal and written communications
- Comfortable leading and influencing diverse stakeholder groups
- A team player that proactively works to create win-win relationships and outcomes
- Strong written and verbal communication skills
- Can manage a demanding workload
- An understanding of and commitment to equality of opportunity and diversity

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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 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.