

Team Liaison Officer

Cricket Scotland

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 at over 130 clubs throughout the country.

Cricket has always had a reputation as a diverse and inclusive sport and building on this is a key area of focus for Cricket Scotland. We welcome applications from people of all backgrounds and communities to ensure that Cricket Scotland best represents those who are passionate about the game.

We particularly encourage applications from women, disabled people and those from ethnically and culturally diverse communities – both of whom are currently under-represented within Cricket Scotland.

The Role

Cricket Scotland will host three international tournaments this summer across four different locations in Scotland as follows:

Date	Dates
ICC CWCL2 – Glasgow & Ayr	8 th to 18 th July
Summer Internationals - Edinburgh	25 th to 1 st August
ICC CWCL2 – Aberdeen	8 th to 18 th August

Role Overview

The Team Liaison Officer is the main contact for a team and will manage all day-to-day issues relating to all aspects of the team and ensure the general interest and welfare of players.

As part of the event team, the successful Team Liaison Officer will report directly to the Cricket Scotland (CS) Tournament Manager and liaise closely with the Venue Manager, Match Manager and CS staff as appropriate.

There will be two Team Liaison Officer roles for each of the CWCL2 series, for Namibia, Nepal, USA and UAE respectively and one for New Zealand series.

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United

Determined

Excellence

Dynamic

Integrity

Inclusive

Principal Responsibilities

- Assist the Team Manager with accommodation, travel, team activities and functional arrangements;
- Assist with laundry operations within the hotel;
- Liaise with Match Officials (prior to, and on match day);
- Assist with training, media, VIP hospitality, official functions, bat signings, team event presentations;
- Be the principal point of contact for team management, the ICC and the event operations team to communicate all day to day issues.

Essential Attributes and Experience

- A knowledge of cricket or sports event logistics;
- Discretion in handling sensitive issues and confidential information;
- Ability to work autonomously and confidently make decisions and solve complex issues on the spot;
- Able to demonstrate sensitivity, calmness and is politically, culturally, socially and religiously aware;
- Planning, communication and influencing skills;
- Strong understanding of venues, airlines, hotel operations and logistics;
- Flexible to work in changing environments where requirements change at very short notice.
- Knowledge of the local area

Availability and Time Commitment

The role will require availability throughout the length of tournament and any additional pre-arranged days with the team in regard to their arrival and departure.

Availability on each day of the tournament is expected however if there is a requirement for essential absence, this may be permitted and agreed pre-tournament.

Overnight accommodation in the host city can be arranged however it is not essential for the role. A full driving license and access to a car is required for this role.

Tournament Schedules

Date	Dates
ICC CWCL2 – Glasgow & Ayr	8 th to 18 th July
Summer Internationals v New Zealand	25 th to 1 st August
ICC CWCL2 – Aberdeen	8 th to 18 th August

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Reimbursement

The role attracts a day rate of £80 plus necessary mileage expenses and overnight accommodation if required.

Applications without the necessary job-related requirements stated above will not advance to the interview stage.

Contact and applications:

Applications to be sent with your CV and a covering letter to applications@cricketscotland.com. The closing date for applications is the **14th June 2022**.

Please indicate which tournament you are applying for.

Please note that we will not be able to reply to every application for the role. If you do not receive an invitation to interview by **15th June 2022**, then we have deemed that you are not a suitable candidate for the role.

Please note successful candidates will be required to live in Scotland and be able to work in the UK and have a Visa that allows the candidate to undertake this form of employment in the UK.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its employment practices, and to make its services as accessible as possible.

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.