

## Vacancy: Cricket Operations Manager

Are you a difference maker in the sports operations space? Do you have the passion and desire to make an impact in a growing, exciting sport? Cricket Scotland are seeking a dynamic and engaging Cricket Operations Manager to help drive change in what is a defining year for our business.

### WHO WE ARE

Cricket Scotland has a simple vision – to inspire the country to fall in love with and choose cricket!

Our people run and promote the game across Scotland and beyond, from schools through grassroots club cricket and on to the professional game.

In the international arena, the Scotland Men's and Women's teams are rubbing shoulders with the world's best, while our development squads are packed with potential.

Now we need help to unlock that!

We're fortunate to have a creative, committed team who love the game and its potential, but we're looking to add more talent to our squad to help shape Scottish cricket's future.

In doing so, we'll build a brighter, fairer, and more diverse cricketing community at every level. Following the recent review into racism in Scottish cricket, it's vital we ensure the sport in this country is a welcoming place for all and that no one suffers from any form of discrimination.

We are an equal opportunities employer and welcome applications from all sections of the community. We particularly encourage applications from those with protected characteristics.

Our hybrid-working model offers variety in your place of work, with the chance to work from home on some days each week. Where possible, you will attend the office at the National Cricket Academy or site visits in line with your role.

## Purpose of the Role

We are looking for an organised and efficient Cricket Operations Manager to coordinate and administer the High Performance and Pathway programmes within Cricket Scotland. This will include fixture management and the logistics for squads to effectively train and play international matches.

The successful candidate will have experience in a similar role, the ability to work accurately and with close attention to detail, demonstrating sound judgement and the ability to build and maintain effective relationships with internal and external stakeholders.

## Job Description

<b>Role Title:</b>	Cricket Operations Manager
<b>Outline of Role</b>	To support the Head of Operations & Commercial in the delivery of International matches, High Performance and Performance Pathway programmes.
<b>Responsible to:</b>	Head of Operations & Commercial
<b>Key Liaison with:</b>	CEO, Head Coaches, Domestic Cricket Administrator, Head of Performance, Head of Pathway
<b>Office:</b>	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
<b>Hours:</b>	37.5 hours per week. Flexibility is required in response to operational requirements. Weekend working may be required.
<b>1 Co-ordination of HP &amp; PP programme (men's and women's)</b>	<p>The post holder will support the Head of Operations and programme leads in the coordination of the programme, including:</p> <ul style="list-style-type: none"><li>• Fixture and Tour organisation</li><li>• Booking travel and accommodation arrangements,</li><li>• Player eligibility monitoring</li><li>• Administering players' kit and equipment</li></ul>
<b>2 Co-ordination of Senior Men's and Women's international matches and ICC Events</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>• Venue management</li><li>• Security and ticketing</li><li>• Entertainment</li><li>• Supporting delivery of any sponsorship &amp; hospitality at events</li></ul> <p>Supporting the Head of Performance in the management of away international matches and tours including:</p> <ul style="list-style-type: none"><li>• Travel and accommodation (liaison with ICC as appropriate)</li><li>• Squad Visas</li><li>• Itinerary and relevant documentation</li></ul>

	The role may require tour management internationally for High Performance squads
<b>3 Coordination of national youth male and female programmes -</b>  National U19, U17, U15 boys National U19 and emerging	The post holder will support the Head of Pathway Performance and be responsible for the operations of the national youth programme including: <ul style="list-style-type: none"> <li>• Travel &amp; accommodation arrangements,</li> <li>• ICC Tournament logistics</li> <li>• Overseas tours logistics</li> <li>• Player eligibility, match day logistics, match managers, officials, scorers, catering</li> <li>• Coordination of clothing/equipment</li> </ul>
<b>4 Support for the junior regional programmes</b>  Regional Training Centres – West, East, Central & North	The post holder will support the operational delivery of the junior regional programmes with Head of Performance Pathway and coaches with the following: <ul style="list-style-type: none"> <li>• Fixture and training programme</li> <li>• Tournament co-ordination</li> <li>• Match day logistics – match managers, officials, scorers, catering</li> <li>• Co-ordination of clothing/equipment</li> <li>• Coordinating Match Management</li> </ul>
<b>5 General Administration &amp; Financial</b>	The post holder will be responsible for tracking, monitoring and reporting of spend against agreed budget and ensuring appropriate sign off by CS budget holder.
<b>Projects</b>	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.
<b>Working Hours</b>	Due to the nature of the business a flexible approach to working hours and the 37.5 hour contracted working week is to be expected. You may be required to work evenings and weekends, depending on operational requirements.

## Skills and Experience

To be considered for this post, you should be able to demonstrate the following knowledge, skills, and experience:

### Essential

- Experience of working in a similar fast-paced administrative role, dealing with multiple and changing priorities.
- Excellent communication skills, both written and oral, and be confident dealing with people of all levels within an organisation.
- Excellent organisational and time management skills with the ability to work under pressure and meet deadlines.
- Attention to detail, and the ability to produce work with a high level of accuracy, and ability to spot errors.

- A team player, able to work with multiple departments within Cricket Scotland and develop relationships with international squads and governing bodies,
- Ability to work independently and as part of a team.
- Ability to work with minimum supervision and set and priorities.
- Strong problem-solving skills as well as a can-do attitude, the ability to listen to and understand requirements as well as share ideas.
- Knowledge of Equality, Diversity and Inclusion principles

#### Desirable

- Experience of working within a sports administration team would be advantageous in this role.
- Knowledge of travel and accommodation booking systems
- Knowledge of international and pathway cricket

#### **Please note:**

- Regular travel within the UK and potentially globally is required with this role.

#### **Remuneration**

In return for the above, we offer a dynamic working environment and the opportunity to be part of a sports governing body driving real and positive change in the sport of cricket in Scotland. We offer a competitive salary, pension scheme, flexible working, and attractive holidays.

#### **Contact and applications:**

Applications to be sent with your CV and a covering letter to [applications@cricketscotland.com](mailto:applications@cricketscotland.com). The closing date for applications is the **Monday 6<sup>th</sup> February 2023**.

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 the **13<sup>th</sup> February** 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.