

Cricket Administration Assistant

Candidate Brief

BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout all-Ireland, representing the interests of both the men's and women's game. The future of Irish Cricket is incredibly bright following the performance of the men's senior team in the past eight ICC World Cup events, defeating full members on six occasions, currently leading the ICC Inter-Continental Cup, the pathway to Test Cricket, and the women's team qualifying for the last two ICC World Twenty20 events. The organisation has just launched a new 5-year strategic plan aimed at making cricket mainstream throughout the island of Ireland, and becoming a test nation.

JOB PURPOSE

Cricket Ireland is seeking an Administration Assistant to help ensure the smooth professional running of the cricket department administration supporting players and coaches, and supporting Cricket Ireland events and activities. This is an entry-level position suiting somebody hungry to get into the sports world, and not afraid to roll their sleeves up. The role will provide clerical and administrative support to the organisation and its management. The role will play a vital part in the smooth running of operations and the overall success of the organisation. The role involves both written and oral communication, word processing and typing, and requires IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure. We are seeking an individual who will flourish in a high performing environment and have a positive impact on those around them.

The Administrative Assistant will report into the International Teams Administration Manager, and will be based the Cricket Ireland HQ in Clonshaugh, Dublin 17.

KEY RESPONSIBILITIES

The Administration Assistant will be required to undertake the following administrative responsibilities:

Coaching and Competition administration

- Assist with travel and accommodation arrangements in conjunction with our travel partner for International teams, coaches and support staff where necessary.
- Support to the applications and collection of player and staff visas for overseas tours/events.
- Support to International men's and women's coaching and competition programme.
- Support for the national youth underage coaching and competition programme.
- Make bookings of indoor and outdoor cricket facilities for youth and senior national coaching programmes.
- Assist with match and training venue arrangements for International fixtures and tournaments as required.
- Track, document and file all invoices and expenses across the international teams.
- Co-ordinate the printing, mounting of senior men's and women's team photos, signing and distribution.

Clothing and Equipment

- Receive, check and redistribute all clothing for international and domestic teams.
- Assist with the ordering of clothing for players and staff, and equipment for coaches and teams.
- Assist with the stock controls of all equipment and supplies for International cricket
- Co-ordinate the ordering, sale of, and distribution of youth team kit bags and helmets for national youth teams.

Database Systems

- Maintain the key registrations database of representative players, coaches and support staff through the online Athlete Management System.
- Input match and training details for players and coaches, into the Athlete Management System
- Keep cricket and other stakeholder contacts updated on the CRM system.
- Support the administration of the Cricket Ireland Coaches Association and National Conference.

National Academy and Emerging Player's Programme

- Support the Academy Manager in organising overseas placements and training camps to develop Academy players.
- Oversee indoor and outdoor facility provision in order to deliver the Academy programmes.
- Ensure all instructions issued with regard to branding of facilities and equipment within the Academy are implemented.
- Order and keep audit records of coaching equipment and clothing.

Event support

- Support the preparation and event operations for the following events but not unlimited to:
 - International men's and women's matches
 - National Coaches Conference
 - Cricket Ireland Annual Awards
 - Team events and meetings

Other

- Liaise with CI cricket department staff and stakeholders to produce text, updating information on cricket programmes and activities for cricketireland.ie website.
- Conduct general administration support to the cricket department to a high standard.
- Build relationships with internal and external stakeholders.
- Support and develop other Cricket Ireland priorities at appropriate times throughout the year.

EXPERIENCE, SKILLS and ATTRIBUTES REQUIRED

Essential

- Qualified and/or have work experience in sports administration or a relevant field.
- Excellent IT skills including advanced ability with Word, Excel, Outlook and other Microsoft programmes.
- Excellent written and verbal communication skills (good level of English spelling and grammar).
- Excellent customer service skills, with the ability to establish and maintain effective working relationships and communicate effectively with a diverse range of people.
- Excellent administrative and organisational skills.
- Ability to plan, organise and prioritise workload to meet deadlines.
- Demonstrate the ability work independently and show initiative.
- Willingness to learn and adapt to an ever-changing environment.

- Excellent interpersonal skill and the ability to work as part of a team.
- Excellent time management skills.
- A good interest in sport

Desirable

- An interest and good knowledge of cricket.
- Experience in managing projects, events and schedules successfully.
- Knowledge of a performance environment in sport.
- A positive, professional, friendly and supportive manner.
- Accuracy and attention to detail.
- Ability to relate and empathise with clubs, leagues, volunteers and players.
- Hard working with a can-do attitude.
- Ability to maintain a high level of confidentiality and discretion at all times.

The post holder will be expected to work evenings and weekends from time to time.

PROCESS

- The closing date for applications will be **22nd May 2016**.
- To apply please send detailed covering letter and full CV by email to recruitment@cricketireland.ie
- Interviews will be held on **Friday 27th May**.

REMUNERATION

- The package will include a salary commensurate with qualifications and experience (band **€21,000 - €24,000**), and include a laptop for business use, and complimentary gym and swimming pool membership.