



JOB VACANCY

CRICKET OPERATIONS
MANAGER

NORTHERN CRICKET UNION
THE PAVILION
STORMONT ESTATE
BELFAST
BT4 3TA



Job Title:	Cricket Operations Manager	Location:	NCU Offices, Stormont Estate, Belfast
Level / Salary Range:	£32-34k per annum	Position Type:	Full-time (40 hours per week)

PURPOSE OF POSITION

The primary objective of the Cricket Operations Manager (Domestic) role is to take forward the implementation of the Provincial Union's Operations and the effective and efficient implementation of the Union's day-to-day business in respect of general operations and domestic cricket. The role will assist in the delivery of key objectives contained within the Cricket Ireland Strategic Plan, particularly concerning the smooth running of the organisation's domestic operations and satisfy compliance procedures and protocols as laid down by the Northern Cricket Union (NCU), relevant funding bodies and Cricket Ireland (CI).



Roles and Responsibilities

General Operations:

- Act as Match Manager in the planning, delivery and reviewing of all Cricket Ireland Interprovincial fixtures hosted in the NCU including IP50, IP20, Super Series, and Future Series (men & women)
- Support the Northern Knights Coach & Athlete Manager, Boys Pathway Manager, and Girls Pathway Lead in planning programmes such as training, fixtures, tournaments and tours.
- Support the planning, delivery and reviewing of the NCU Annual Awards Dinner in collaboration with the Chief Executive and Partnerships and Media Officer.
- Support the planning and delivery of the Annual General Meeting in collaboration with the NCU Chair, Company Secretary and Chief Executive.
- Daily liaison and monthly reports to the Chief Executive.
- Report to the Domestic Directorate, leading up to Directorate meetings.
- Report to the Representative Directorate on Interprovincial and Super Series match scheduling and match manager activities.
- Report on behalf of the NCU and contribute to the Cricket Ireland Operations Group.



Domestic Cricket Management:

- Support the Domestic Competitions Administrator in drafting fixtures and handling domestic matters.
- Lead the planning, delivery and reviewing of NCU domestic cup finals in collaboration with the Chief Executive and Domestic Competitions Administrator.
- Support the Domestic Directorate in delivering regional club forums.
- Work alongside the Women & Girls Lead in supporting the Women's Domestic Cricket Committee.
- Support the Domestic Directorate in their work with the Northern Ireland Association of Cricket Umpires & Scorers (NIACUS).
- Lead the operations of the NCU cricket balls working alongside the Finance Officer, Clubs, Schools and the NCU cricket ball supplier.
- Lead the administration and act as Disciplinary Secretary for all disciplinary and appeals.

International Cricket Programmes and Events:

- Provide cricket operations support for Ireland international events/matches where these are hosted in the NCU region
- Work alongside other Provincial Unions and Cricket Ireland staff to support the successful implementation of national events and activities, where required.



Administration:

- Provide administrative oversight/support to the NCU Domestic and Representative Directorates.
- To maintain accurate and up-to-date records of all programmes, activities, and participants (where applicable)
- Provide input to NCU budget planning and management accounts for relevant programmes and activities
- Work closely with a wide variety of key stakeholders, including players, clubs, committees, sections, Provincial Unions, Cricket Ireland, as well as other relevant organisations
- Prepare written and oral reports and presentations as necessary relating to relevant projects.

Finance:

- Provide input to NCU budget planning and management accounts for relevant programmes and activities
- Support the Chief Executive and Finance Officer in daily finance matters such as payment transactions and financial reports when required.
- Lead the financial management of local authority and council grants.
- Lead on the financial management of clubs and schools' cricket ball orders.



General:

- Act as an ambassador/advocate for the Cricket Ireland Strategic Plan (adopted by NCU) and actively promote the objectives contained within.
- Comply with and actively promote the NCU's policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with the NCU policies and procedures.
- Ensure full compliance with safeguarding requirements in accordance with NCU policies and procedures
- To attend relevant NCU staff meetings, CI meetings and other relevant network meetings, as required.
- To attend appropriate meetings as directed by the NCU Chief Executive.
- To attend training courses as required by the NCU.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.



Personal Specification

Essential Skills:

- 2+ years' experience in a similar cricket or sporting role.
- Must be prepared to work 'unsocial hours', including out of office hours and on weekends/bank holidays.
- Demonstrates a high level of planning and communication skills and can project plan events and people.
- Demonstrates highly effective communication skills that meet the key stakeholders' individual needs.
- Demonstrates an understanding of financial recording/reporting.
- Able to effectively deliver upon multiple projects.
- Demonstrable working proficiency of Microsoft software (Office, Word, Excel & PowerPoint).
- A thorough knowledge and interest in cricket, particularly match day operations and domestic cricket matters, is recommended for this role.
- Access to suitable transport to meet the needs of the post.



VETTING

The Northern Cricket Union is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. These roles involve work with young people and as part of the application process; the Northern Cricket Union will request a disclosure in relation to any successful applicants via an Enhanced Access NI check. Clearance through this system is required.

APPLICATION PROCESS

Shortlisting will be undertaken using only the information that is provided at the time of application. Applicants should forward their CV together with a covering letter outlining how their experience, using clear and specific examples, meets the criteria in each of the areas of the Person Specification.

Completed applications should be sent to the NCU Chief Executive – Callum Atkinson
Email: callum.atkinson@ncucricket.org

Mail: Please mark the subject of your email Cricket Operations Manager

The closing date for applications is **12:00 midday Thursday 31st July**; subsequent interviews for the role will then take place in the middle of August.

The NCU is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.