

Talent Pathway Operations Executive

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 with our senior men's and women's teams performing regularly on the world stage both home and abroad.

Underpinning these teams the Ireland Talent Pathway is made up of boys and girls international youth teams at under 15, 17 and 19; men's and women's academy teams; and men's and women's emerging/development teams.

PRIMARY PURPOSE

Cricket Ireland is seeking a **Talent Pathway Operations Executive** to help ensure the smooth professional running of the Cricket Ireland talent pathway, supporting players and coaches, and the organisation and logistics of competitions both at home and abroad.

This is a position suiting someone hungry to get into sports operations and logistics, and not afraid to roll their sleeves up. The role will provide executive and operational support to the department systems and processes; and help deliver the talent pathway programme through world class logistics and operations.

Supporting the International teams operations department, the role involves both written and oral communication skills, organisational skills and requires excellent IT skills as well as the ability to multi-task and work well under pressure and often to tight deadlines. We are seeking an individual who will flourish in a high performing environment and have a positive impact on those around them, and where confidentiality is key.

The **Talent Pathway Operations Executive** will report into the Talent Pathway Manager working closely with them, the National Academy Manager, and with support and guidance from the International Teams Operations' Manager, and will be based at the Cricket Ireland HQ in Malahide, North Dublin.

KEY RESPONSIBILITIES

To play a key part in the production, monitoring and maintenance of the Ireland talent pathway budgets including those for the incoming touring teams. Within these allocated budgets, provide the necessary administrative and logistical support to players, coaches, team management and all other personnel working within the Ireland talent pathway areas, ensuring the administrative readiness of the Ireland teams for international competition at home and abroad and associated team preparation periods. Co-ordinate the production of the Memorandum of Understanding (MOU) for incoming touring teams and ensure that all necessary hosting arrangements are in place for these teams.

In fulfilling their primary purpose, the Talent Pathway Operations Executive they must work closely with Ireland talent pathway coaches and support staff (including team management personnel, the national talent pathway selectors and team support personnel) as well as all Ireland talent pathway team players and parents as appropriate.

The role is a key administrative function specifically targeted at the day-to-day support of the Ireland talent pathway for coaching and competition. Of special importance is their relationship with the Ireland talent pathway manager and coaches. The Talent Pathway Operations Executive deals directly with the ICC, overseas Boards and all CI departments on Ireland youth team administrative and logistics matters. They also serve as the main point of contact for all youth and emerging incoming touring teams as regards their tour arrangements.

This role requires flexibility and will entail out-of-hours working. The responsibilities and accountabilities might differ from those outlined, and other duties as assigned, might be part of the job.

Talent Pathway International Teams - Administration and Logistics

Collaborating with the International Teams Operations Manager to ensure consistent standards across senior and talent pathway teams:

FOR HOME SERIES, manage and oversee the full range of administrative support to talent pathway teams - this includes, but not exclusively:

- 🌐 negotiate the best deals for CI with suppliers, airlines, hotels etc.
- 🌐 advanced booking of flights, accommodation and other facilities, and local transport.
- 🌐 co-ordinate the production of MOUs for incoming tours, liaising with incoming Boards and incoming tour management on a regular basis on tour administrative matters.
- 🌐 liaise with other CI Departments and Event staff, where their roles impact on the support needs of the talent pathway teams at home and incoming touring teams.
- 🌐 liaison with the Cricket Operations Manager to ensure playing conditions and regulations are in place.

FOR AWAY SERIES/TOURS, liaise with ICC, overseas Boards and other international cricketing bodies on all matters relating to the support of talent pathway teams for bilateral tours and tournaments abroad.

- 🌐 Liaise with other CI Departments, where their roles impact on the support needs of the talent pathway teams and incoming touring teams, for example:
 - the review of MOUs for overseas tours.
 - with the Commercial Department on matters relating to team sponsors, team events and other talent pathway teams matters.
 - with the Media and Communications Department on team media requirements and on digital personnel arrangements when accompanying talent pathway teams on tours.
 - with the Finance Department on setting annual budgets and financial reforecasting.
 - once tour itineraries have been agreed with overseas Boards, develop in conjunction with team management personnel and the host Board the detailed administrative plans needed to support the tour.
- 🌐 Hold pre-match/series handover meetings with Team Managers to confirm all upcoming competition/tour/camp arrangements.
- 🌐 In conjunction with the talent pathway manager, analyse all talent pathway team post-tour reports as well as feedback from incoming visiting teams, and tabulate (and where relevant, implement) lessons learned and recommendations for change.
- 🌐 Liaise routinely as follows:
 - With the talent pathway manager on the progress of planning tasks, particularly on those for which additional support may be required.
 - With the talent pathway teams team managers on team administrative matters.
 - Ireland players, parents and team management to ensure a high level of personal support.
- 🌐 Undergo training as a Match Manager, and undertake the role for certain pathway series at home.
- 🌐 Adherence to CI's safety and safeguarding protocols for talent pathway international teams.
- 🌐 Act as administrator at selection meetings for talent pathway international teams.
- 🌐 Procurement of, and assistance with visa applications for talent pathway and men's and women's academy overseas tours/competition/camps.
- 🌐 Collate HP Centre and indoor (Ulster University Jordanstown, Bready CC and North County CC) cricket facility bookings for talent pathway and senior performance squad programmes.

- Support the talent pathway manager and high performance coaches in organising overseas placements and training camps to develop talent pathway players.
- Responsible for the ordering of coaching equipment for all senior and talent pathway teams.
- Manage the stock controls of all equipment for the high performance centre and indoor training venues.
- Keep audit records of coaching equipment and clothing.

Players and Support Staff

- Point of contact between talent pathway teams and CI Management.
- Update and distribute the player handbook for all talent pathway teams.
- Responsible for ensuring the team managers and team support staff are aware of arrangements for matches and tours e.g. travel, timings, locations, accommodation, clothing etc.
- Oversight of procurement of visas for players and support staff where appropriate.
- Primary responsibility for the process of clothing and equipment fulfilment for all talent pathway teams to include but not limited to:
 - responsible for the data gathering of sizes for all talent pathway teams;
 - liaison with the International Team's Operations Manager regarding the ordering process of official training and playing clothing (including helmets and caps);
 - liaison with ICC on clothing approvals for ICC youth events;
 - distribution of all clothing and equipment to players and staff;
 - management of stock.
- Responsible for specific talent pathway areas of the Kitman Labs Athlete Management System (AMS), and responsible for the education and training of the AMS to relevant staff, players and parents.
- Maintain the key registration database of players, coaches and support staff for all talent pathway squads through the AMS whilst ensuring compliance with GDPR legislation.
- Input match, series and tour details into the AMS for talent pathway squads.
- Liaise with the Cricket Operations Manager with regards to player eligibility information for the AMS.

Domestic Youth Cricket

- Administer domestic pathway competitions (Youth Inter-Provincial and Futures Series), and act as the point of contact between Cricket Ireland and Provincial Union's with regards to logistics and cricket operations for CI domestic pathway competitions.

Finance

- Responsibility for maintaining budgets for all talent pathway teams and associated costs in conjunction with the talent pathway manager.
- Oversee the day-to-day operations of the talent pathway teams' operations, including the fulfilment of purchase orders, processing and approving invoices/expense claims.
- Oversee and manage players' per diems where applicable, ahead of talent pathway series in consultation with the Finance Department and approved by the talent pathway manager.

Additional areas

- Other international team operational activity deemed appropriate or reasonable within the remit of the role, and any other duty within the purview of the role as decided by the Director of Cricket Operations.
- Other duties as required to ensure the professional management of CI's talent pathway team operations.

EXPERIENCE, SKILLS and ATTRIBUTES REQUIRED

Essential

- 🌐 Qualified and/or have minimum 2 years full-time 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 keen interest in sport.
- 🌐 Confidentiality.

Desirable

- 🌐 A degree in Sports Science, Management or a relevant field.
- 🌐 A keen interest and good knowledge of cricket.
- 🌐 Experience in managing projects, events and schedules successfully.
- 🌐 Knowledge of a high performance environment in sport.
- 🌐 Knowledge of Athlete Management or similar systems.
- 🌐 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.

WORKING RELATIONSHIPS

- 🌐 Talent Pathway Manager
- 🌐 Women's Performance and Pathway Coach
- 🌐 International Teams' Operations Manager
- 🌐 Director of Cricket Operations
- 🌐 National Academy Manager
- 🌐 Talent Pathway Coaches
- 🌐 National men's and women's Head Coaches
- 🌐 Cricket Operations Manager
- 🌐 HP Committee
- 🌐 HP support staff

PROCESS

- 🌐 The closing date for applications is **Sunday 17th March 2024**.
- 🌐 To apply please send a detailed covering letter and full CV by email to recruitment@cricketireland.ie
- 🌐 Interviews will be held on **w/c 25th March**.

REMUNERATION

- 🌐 The package will include a competitive salary commensurate with qualifications and experience, include a laptop and iPhone for business use.