



CRICKET  
IRELAND



**KIT AND LOGISTICS OPERATIVE**  
Candidate Brief

## BACKGROUND

Cricket Ireland is the national governing body (NGB) for the men's and women's game throughout Ireland, with ultimate responsibility for its national and international aspects. The future of Irish cricket is very bright given the growth of the sport driven by significant success on the international stage in the last decade leading to an unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance is growing following the elevation of Cricket Ireland to ICC Full Membership and Test Status, along with entry into the sport's Future Tours Programme in both the men's and women's game that now sees Ireland playing consistently against the best teams in the world for the foreseeable future.

## THE ROLE

We are seeking an experienced Kit and Logistics Operative that will contribute to the daily operations of Cricket Ireland, ensuring smooth functionality across the organisation's activities. The role encompasses managing the Cricket Ireland Warehouse Facility, located near the Cricket Ireland HQ in Kinsealy, and performing a variety of general operative duties. Responsibilities include managing kit and clothing stock for players and staff and ensuring that all equipment is properly maintained and available, alongside performing tasks like manual handling, lifting, moving equipment, light DIY tasks, and other physical activities to support organisational operations. This is a full-time permanent position with flexible working hours, requiring increased involvement during the cricket season (May to September).

## KEY RESPONSIBILITIES OF KIT AND LOGISTICS OPERATIVE

### Cricket Operations

- Manage team kits for all Ireland teams, match officials, and staff, particularly from January to June.
- Coordinate deliveries, sorting, stocking, and barcoding of teams' merchandise clothing and equipment
- Assist with baggage movements when required
- Pack team kit orders and deliver them to players, team managers, or Provincial Unions as needed.
- Maintain accurate stock records using a designated software package.
- Conduct warehouse inventory controls with key internal stakeholders (Cricket, Commercial, and Finance Departments) and produce quarterly reports.
- Coordinate printing and embroidery processes for team kits as required.
- Assist with clothing and equipment allocations for players and staff.
- Support baggage movements, including deliveries to/from airports.

### Warehouse Operations

- Assist with unloading vehicles and managing the checking in/out of stock at the Cricket Ireland Warehouse.
- Perform occasional driving duties, such as deliveries, collections, and services.
- Maintain tidiness and organisation within the warehouse.
- Follow workplace health and safety procedures, ensuring safe conditions and working practices at Cricket Ireland facilities.
- Adhere to company and statutory health and safety policies.

### General Operations

- Perform general DIY tasks, including minor facility repairs at the Cricket Ireland HQ and Warehouse.



- Ensure timely completion of minor maintenance tasks, such as fixing door handles, assembling furniture, moving items, and installing shelves.
  - Attend relevant training courses or sessions (some of which may be off-site).
  - Take ownership and accountability for tasks, ensuring timely and high-quality delivery.
  - Undertake other reasonable duties as required.
- 🌱 **Event Operations**
- Provide support to the Cricket Ireland Events Team in delivering match operations (typically May to September).
  - Assist with the setup and takedown of Cricket Ireland events.
- 🌱 **Commercial Operations**
- Help manage event inventory, such as signage and banners.
  - Oversee logistics and distribution of event inventory.
  - Support inventory and stock supply for retail units at Cricket Ireland matches.
- 🌱 **Participation Operations**
- Assist with managing Participation Department inventory and kit.
  - Support the distribution of equipment and kit as required.

## REQUIREMENTS

Ideal candidate will have the following background:

- 🌱 Relevant qualifications or demonstrated experience in warehouse operations, general maintenance, or similar roles.
- 🌱 A current, clean driver's license, with eligibility to drive a van (over 25 years old, in accordance with insurance policy).
- 🌱 Proficiency in essential IT applications, including Excel, Outlook, and specialised kit stock management systems.
- 🌱 Exceptional organisational skills with the ability to oversee multiple tasks simultaneously, including the effective management of kit stock.
- 🌱 A keen eye for detail and a commitment to maintaining accuracy in all tasks.
- 🌱 Flexibility and a willingness to work weekends during the cricket season (May to September).
- 🌱 Excellent written and verbal communication skills.
- 🌱 Ability to work efficiently both independently and as part of a collaborative team.
- 🌱 A proactive, "can-do" attitude with a strong drive to take initiative.
- 🌱 A steadfast focus on health and safety practices, actively contributing to a safety-first culture.
- 🌱 An understanding of sport and its demands

## REMUNERATION

- 🌱 A competitive remuneration and benefits package will be on offer to successful candidate.

## PROCESS

- 🌱 The closing date for applications will be Monday, 10<sup>th</sup> February 2025.
- 🌱 Letters of application and full CVs should be sent by email to [recruitment@cricketireland.ie](mailto:recruitment@cricketireland.ie)  
Please include 'Kit and Logistics Operative' in the subject title.

*Cricket Ireland is an equal opportunities employer.*