

## NATIONAL FACILITIES MANAGER

### 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 recent awarding of ICC Full Membership to Cricket Ireland. The strategic vision of the organisation is to become a Test nation, not just in name (now achieved) but in the broader sense of what it means to be a 'Test' playing country - our Strategic Plan 2016-20 defines this in detail.

Ireland will now compete in the ICC Future Tours Programme from 2019-2022 which will include the new Men's World Cup ODI Super League with the top 13 teams in the world from 2020, a programme of Test cricket, and the Men's and Women's T20 World Cup structure. In all, over the next four-year period, we have scheduled over 66 men's and 24 women's International matches at home.

Cricket Ireland has recently completed the development of an outdoor High Performance Centre (HPC) at the National Sports Campus in Dublin, and has access to a warm-weather outdoor cricket performance centre in La Manga, Spain. The HPC allows Ireland's national men's, women's, national academy and under-age performance squads to train in world class facilities. The organisation has indoor facility partnership agreements with North County CC, Bready CC, and Ulster University in regard to indoor training facilities which account for nearly 1,000 hours use per annum.

Cricket Ireland is now seeking a part-time or consultant **National Facilities Manager** to oversee the day-to-day management and operations of these facility partnerships and the High Performance Centre.

The position is headquartered at the North Dublin CI head office, but the nature of the role demands a national brief across both sides of the border. The position reports into the Head of Operations - International Cricket.

The successful candidate must be eligible to work in the European Economic Area (EEA) and UK/Northern Ireland.

### PURPOSE OF THE POSITION

Reporting to the Head of Operations - International Cricket, the post-holder will manage, oversee and be responsible for the maintenance of the CI HPC, completing phase 2 of the development, and include the line-management of a Consultant HPC Groundsman and International Pitches Consultant. They will be responsible for maintaining the upkeep of equipment and supplies, as well as determining and scheduling maintenance, repairs, renovation projects and safety inspections. The **National Facilities Manager** will also manage and maintain indoor facility agreements with North County Cricket Club, Ulster University, Bready Cricket Club and Dublin City University.

## KEY RESPONSIBILITIES

### Leadership / Management

- ④ Develop and lead the planning and implementation of a new facilities and maintenance strategy with particular emphasis on quality management, lifecycle asset investment, risk reduction, budget management and providing leadership where required.
- ④ Develop a national facilities strategy for the organisation by year end.
- ④ Operate and control a national facility budget.

### High Performance Centre, National Sports Campus

- ④ Manage and oversee the work of the Consultant HPC Groundsman
- ④ Ensure booking systems and processes for artificial and grass net use is working well and ensure close collaboration between administration staff and groundsman
- ④ Work closely with the National Sports Campus in relation to maintenance, and oversee implementation of the Service Level Agreement regarding maintenance of the facility
- ④ Ensure the lease agreement with Sport Ireland is adhered to constantly and consistently and hold meetings with SI as and when appropriate
- ④ Ensure maintenance programme of artificial surfaces, grass surfaces, electricity power station, and irrigation pump house and system
- ④ Manage and oversee the development of Phase 2 of the HPC, including establishing funding streams through government programmes; final design of the project; planning application; development of a roof structure for the net areas; a building incorporating changing facilities and meeting spaces for high performance staff and players; creating bore holes for cost effective irrigation; and developing a rain-water recycling system
- ④ Advise and input into the planning of the Dublin International Cricket Stadium at the National Sports Campus

### Other Facility Management

- ④ Manage the contracts and agreements for North County CC Indoor Centre of Excellence; Ulster University Jordanstown Indoor Centre and Bready CC Indoor Cricket Centre
- ④ Ensure all cricket and ground equipment and facilities at each indoor centre are fit for purpose and undertake regular risk-assessments at each ensuring all health and safety measures are taken
- ④ Ensure all CI-owned bowling machines and ground equipment machinery is regularly serviced and a repair programme is established
- ④ Support the Performance Director in overseeing the contract with La Manga Club in Spain where Cricket Ireland uses the European Cricket Performance Centre as its warm-weather training base

### Reporting / Documentation

- ④ Act as a member and adviser to the Match Allocation Group and the Facility Committee

## Partnerships

- Support cricket clubs in particular venues where CI representative cricket is played, providing advice and guidance on ground facilities and equipment; supplier details and discounts for bulk buying etc; and advice on funding sources for facilities.

*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 may be amended in the light of the changing needs of the organisation.*

## EXPERIENCE REQUIRED

### Essential

- Applicants must hold a minimum of a primary degree in a relevant field
- Minimum of 5 years' experience working in sports facility industry
- Demonstrable experience of developing and managing a facilities and maintenance budget, with demonstrable success in implementing cost control and cost reporting strategies
- Proven experience of implementing facilities and maintenance strategy, ensuring risk reduction and quality control measures are in place
- Proven experience of sports facility and maintenance management
- Knowledge of capital projects, and the planning and development of sports facilities
- Experience of managing budgets and programmes
- Experience in managing people
- Be in a possession of a clean driving licence
- Excellent financial, verbal and written communication skills and an ability to positively interact with both internal and external stakeholders
- Computer literate and competent, including MS office (especially Excel).
- Demonstrate a positive and professional attitude and appearance
- Understand the seasonal nature of the role and the need for flexibility with regards to working unsocial hours including evenings, weekends and Bank Holidays
- Ability to work under pressure and to work alone when required

### Desirable

- A comprehensive understanding and knowledge of cricket facilities
- Experience of working in, or the dynamic of, sporting events
- Experience in securing government and grant funding for facility development
- Possess an understanding of current Health and Safety guidelines
- Possess an understanding of the England & Wales Cricket Board's Regulations and Directives in relation to pitches and match regulations.

*The selection panel reserves the right to consider Desirable Criteria during the short-listing process should candidates remain on an equal footing using simply Essential Criteria*

## WORKING RELATIONSHIPS

- Head of Operations – International Cricket
- Cricket Operations Manager
- Performance Operations Executive
- Performance Director

- ④ Head Coaches and Academy staff
- ④ Chief Executive
- ④ Provincial Union General Managers
- ④ International Venue Groundsmen
- ④ Consultant HP Centre Groundsman
- ④ Sport Ireland; National Sports Campus; ICC; Universities; other key stakeholders

### TERM/DURATION:

- ④ Initially the role is a 7-month part-time or consultancy contract from June until end December, with the possibility of extending to a permanent role.
- ④ The position will average 2 days per week, however the number of days worked per week will vary dependent on workload at different times of the year.

### REMUNERATION

- ④ The package will include a competitive pro-rata salary commensurate with qualifications and experience
- ④ Travel expenses and related costs will be paid

### PROCESS

- ④ **The closing date for applications will be 24<sup>th</sup> May 2019**
- ④ A detailed letter of application and full CV should be sent by email to [recruitment@cricketireland.ie](mailto:recruitment@cricketireland.ie) and will be confidential.
- ④ Interviews will be held w/c 27<sup>th</sup> May