



INTERNATIONAL TEAMS' OPERATIONS MANAGER

Candidate Brief

In fulfilling their primary purpose, they must work closely with Ireland Senior Men's, Women's and Youth Teams' support staff (including team management personnel, the National Selectors and team support personnel) as well as all Ireland Teams' players as appropriate.

Of special importance is their relationship with the Ireland Men's and Women's Team Operations Managers and Performance Operations Executive, whose administrative function is specifically targeted at the day-to-day support of the Ireland senior and youth teams during competition. The International Teams' Operations Manager deals directly with the ICC, overseas Boards and all CI departments on Ireland Team administrative and logistics matters. They also serve as the main point of contact for all senior men's and women's incoming touring teams as regards their tour arrangements.

PRIMARY PURPOSE

To play a key role in the production, monitoring and maintenance of the International Teams' budgets including those for the incoming senior men's and women's touring teams. Within these allocated budgets, provide the necessary administrative and logistical support to Ireland players, team management staff, and all other personnel working within the International Teams 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 senior touring teams and ensure that all necessary hosting arrangements are in place for these teams.

KEY RESPONSIBILITIES

This role requires flexibility and will entail out-of-hours working. The job description is only a summary of the role as it currently exists and is not exhaustive. The responsibilities and accountabilities might differ from those outlined and other duties, as assigned, might be part of the job.

International Teams Administration and Logistics:

- Manage the full range of administrative support to International Teams - this includes, but not exclusively:
 - International Teams budget setting, reforecasting and monitoring.
 - Negotiate the best deals for CI with suppliers, airlines, hotels etc.
 - Advanced booking of flights, accommodation and other facilities, and local transport.
 - The administrative handling of compassionate cases, and other unexpected circumstances arising within the Ireland teams.
 - Monitoring individual and team claims for travel, accommodation and subsistence when required.
 - Co-ordinate the production of MOUs for incoming senior tours, liaising with incoming Boards and incoming tour management on a regular basis on tour administrative matters.
 - Lead in the appointment of accommodation and transport agents and manage these relationships for incoming tour and home programmes.
 - Lead in the appointment of, and management of senior team liaison officers at home.
 - Provide contact information and best practice advice to team administrators making arrangements for other Ireland Tours e.g. travel, accommodation and clothing requirements for Ireland Women, Ireland Wolves and Youth International Teams, both male and female.
- Liaise with ICC, overseas Boards and other international cricketing bodies on all matters relating to the support of Ireland Teams for bilateral tours abroad.
 - Liaise with other CI Departments and Event staff, where their roles impact on the support needs of the Ireland teams and incoming touring teams, for example:
 - The production of MOUs for the touring teams.
 - With the Commercial Department on matters relating to team sponsors, team events and other Ireland Team matters, and players' availability and booking them for such activities.
 - With the Media and Communications Department on team media requirements and on digital personnel arrangements when accompanying Ireland Team 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.

- Liaison and communication with the Event Manager and Cricket Operations Manager to ensure preparations/logistics for squads are in place for all home internationals matches (e.g. catering; towels; water/energy drinks; practice balls; partner's hospitality (men's senior squad only) in liaison with Hospitality/Events; transportation etc.
- Hold pre-match/series handover meetings with Team Operations Managers to confirm all upcoming competition/tour/camp arrangements.
- In conjunction with the High Performance Director, analyse all Ireland Team post-tour reports as well as feedback from incoming visiting teams and liaison officers, and tabulate (and where relevant, implement) lessons learned and recommendations for change.
- Liaise routinely as follows: With the High Performance Director on the progress of planning tasks, particularly on those for which additional support may be required.
 - With the Ireland Men's and Women's Team Operations Managers on team administrative matters.
 - With the Performance Operations Executive to ensure that detailed support plans are being fulfilled for Youth Internationals
 - Ireland players and team management to ensure a high level of personal support.
 - Irish Cricketers' Association Executive Committee
- Attend meetings as and when required of: Irish Cricketers' Association/CI management Group; performance or team operations meetings; high performance committee, men's and women's selection meetings.

Players and Support Staff:

- Point of contact between men's and women's senior squad and CI Management.
- Contribute as appropriate to the production of Player Handbooks/Conditions of Employment for all Ireland senior teams.
- Oversee the ordering of milestone caps and gifts.
- Responsible for ensuring all players and team support staff are aware of arrangements for matches and tours e.g. travel, timings, locations, accommodation, clothing etc.
- Responsibility for the liaison and communication with Ireland teams' management regarding international squads' playing, training and preparation.
- Oversight of procurement of visas for players and support staff.
- Primary responsibility for liaison with CI's official clothing suppliers regarding squad training and playing clothing (including helmets and caps) and signing of CAD's, formal wear and ensuring the fulfilment of any contracts. Ensure that maximum value is derived from contracts, and that the teams are properly attired to represent Ireland.
- Liaise with ICC on clothing designs and approvals for ICC events.
- Liaise with DCU on annual gym contract.

Management:

- Line manage the Team Operations Managers for men's (full-time), women's, youth boys and girls Under 19 teams (all part-time); including delegation of tasks related to international teams, and hold annual appraisals. When teams are travelling for competition series the Team Operations Managers will report to the respective Head Coaches.
- Lead the CI Operations Group meetings in respect of the International men's and women's home series.

Finance:

- Responsibility for setting and maintaining budgets for all Ireland Teams in conjunction with the High Performance Director.
- Oversee the day-to-day operations of the women's, men's senior team home and away team operations, including the fulfilment of purchase orders, processing and approving invoices/expense claims.
- Oversee players per diems ahead of international series in consultation with the High Performance Director and the Finance Department.
- Administration of player salaries, match fees, loss of earnings, bonuses and expenses in consultation with the High Performance Director and the Finance Department.

Additional areas:

- Other cricket operational activity deemed appropriate or reasonably within the remit of the role, and any other duty within the purview of the role as decided by the High Performance Director.
- Other duties as required to ensure the professional management of CI's international team operations.

PERSONAL SPECIFICATION - EXPERIENCE and SKILLS REQUIRED

Educational and Professional Qualifications	<i>Essential</i>	<ul style="list-style-type: none"> • A Degree (or equivalent qualification). • Experience in administration, logistics and project management.
	<i>Desirable</i>	<ul style="list-style-type: none"> • A degree and/or masters in Sports Administration or similar.
Previous Experience/ Training	<i>Essential</i>	<ul style="list-style-type: none"> • Experience (min 3 years) of working in sports administration or in a travel or logistics environment. • 3 years' full-time experience (or part-time equivalent) in line-managing staff, and a record of successfully setting and managing budgets.
	<i>Desirable</i>	<ul style="list-style-type: none"> • Experience (min 3 years) of working in international team's administration for a sports body.
Job Related Requirements	<i>Essential</i>	<ul style="list-style-type: none"> • The successful candidate must be eligible to work in the European Economic Area (EEA). • Willingness to undertake extensive travel all-Ireland, and to work unsocial hours including late nights and weekends. • A full clean current driving licence. • An up-to-date Garda/Police or CRB check • An understanding of project management and associated administrative skills.

<p>Inter-Personal Skills</p>	<p><i>Essential</i></p>	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, both written and oral. • Excellent IT skills including the use of performance analysis systems, excel and databases. • Excellent organisational, planning and time management skills. • Demonstrable leadership and decision-making skills. • Ability to demonstrate integrity and appropriate working relationships with high performance athletes, parents, coaches, support staff and administrators. • Ability to communicate effectively with people at all levels of the game • Ability to manage high pressure situations • Good negotiating skills • Rigorous attention to detail • Team player, with collaborative approach to the achievement of the department's objectives • Knowledge of cricket is desirable
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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

- High Performance Department/Team
- Events Department/Team
- Chair of Selectors – men's and women's teams
- Inter-Provincial Head Coaches
- National Selection Committees
- Irish Cricketers' Association

REMUNERATION

- The package will include a competitive salary range commensurate with qualifications, skills and experience, a car allowance and include mobile phone and laptop for business use.
- The position is full time and fixed term, circa 2 years.

PROCESS

- The closing date for applications will be **Friday 13th August 2021, 9am** local time. Applicants will need to be eligible to work with the EU & UK.
- A detailed letter of application and full CV should be sent by email to recruitment@cricketireland.ie with the subject '**International Teams' Operations Manager**' and will be confidential. Please advise where you saw the vacancy.
- Interviews will be conducted on or around 19th/20th August.