



Team Liaison Officer Role Description

The Team Liaison Officer (TLO) is a representative of Cricket Ireland who is the main link between visiting teams in Ireland and Cricket Ireland's events and operations team as well as local service providers such as hotels and transportation.

The TLO will be embedded within a visiting team staying in the team hotel during a tour, liaising directly with the visiting Team Manager on matter relating to their stay on the island of Ireland.

Main Areas of Responsibility

1. Liaise with and report to the International Teams Operations Manager prior to a teams arrival to ensure you are aware of all team logistics such as; flight details, training and match details, special requests, official functions and other arranged activities.
2. Act as main point of contact between the visiting team and the CI Events Manager / Venue Manager regarding team logistics as advised by Team Manager regarding arrival and departure times, venue requests, catering at ground and practice facilities.
3. Establish a positive relationship with Team Manager and Team Security Officer.
4. Assist visiting team with arrival into Ireland, hotel stays and with domestic transport and luggage arrangements.
5. Where required deliver per diems (daily allowances) for visiting team players and team officials. Obtain signed receipt for same from the team manager.
6. Deliver mobile phone pre-loaded with credit to team manager and collect on departure; any extra credit required by the Team Manager is to be paid for by the Team Manager.
7. TLO will be given a list of local phone numbers which may be needed such as doctor/out of hour's doctor, dentist etc.
8. Travel with the team to training sessions, official functions and on match days.

9. Assist the Team Manager with his/her requests for players and team officials and assist with coordinating activities for the visiting team.
10. Receive and assist with distribution of complimentary match ticket allocation for the visiting team.

The TLO may be asked to perform other duties within reason from time to time as requested by the visiting Team Manager, International Teams Operations Manager or CI Event and Venue Staff.

Experience Required

Essential

- The TLO needs to have a full clean driving license and access to an insured vehicle.
- Highly organized and able to work under pressure with the ability to multi-task.
- Strong communication and relationship building skills.
- Must be prepared to work unsociable hours including weekends and Bank Holidays
- Strong time management and motivation
- Ability to negotiate between two parties
- High level of integrity and ability to retain confidential information

Desirable

Previous experience working with elite sporting teams.
Good understanding and knowledge of cricket
Experience of working in, or the dynamic of sporting events
Ability to think on feet and use initiative

Remuneration

The TLO will be paid a rate of **€120 (EURO)** per day for the duration of the teams stay from arrival day to departure day.

CI will provide hotel on a bed and breakfast basis as well as a daily allowance of €45 per overnight stay. The TLO would then cover their own evening meals from this allowance.

Petrol/diesel and necessary expenses (phone charges) will also be covered.