



**Job Title: Yorkshire Performance Pathway Operations Manager**

Yorkshire Cricket are seeking to appoint an Operations Manager dedicated to supporting the Performance Pathway, comprising County Age Group, Regional Cricket, Emerging Player Programme and its coaches and other activities.

Yorkshire Cricket operates equal opportunities and acceptable behaviour policies. We welcome and encourage applications from people from all communities - both nationally and locally, recognising that a diverse workforce is beneficial for the organisation and community it serves.

**Responsibilities include:**

- Generate induction documentation such as recruitment letters/correspondence, player & parent agreements, contact information and player development plans, under the direction of the Head of Performance Pathway and in support of the coaching staff.
- Assist with the booking and organising of events and training, including attendance at such events.
- Take minutes/notes at all Performance Pathway staff meetings and player reviews.
- Oversee, maintain and update coach & player inputs on player development, liaising with staff and players where necessary.
- Responsibility for maintaining and updating the player database, data and registers.
- Play-Cricket administration for the representative system.
- Arranging fixtures with other counties and within the system itself.
- Working with the coaching staff to ensure the delivery of feedback and best practice.
- Communicating information and reasoning for squad selection and being a point of contact for parents.
- Responsibility for all online payment and event pages.
- Responsibility for the annual County Age Group Dinner in terms of all administration and organisation.
- Maintain the Pathway archives in terms of records, player info/data, photographs, achievements, etc.
- Work to promote the Pathway and team/player successes via website, social media, and with the YCCC marketing team.
- Consult on selection and the management of squads to ensure best practice is applied consistently throughout the system, in support of the Head of Performance Pathway.
- Support the CAG squads on match days in a management/administrative role, and assist the High-Performance coaches as needed.
- Arranging venues for matches, umpire and scorers.
- Manage the expenses of coaches and all other personnel within the system, working with the YCCC accounting team.
- Ensure all members of the team are fully trained, including on safeguarding and EDI.
- Sourcing and ordering kit for players and coaches.
- Order equipment as and when necessary, in liaison with coaching staff.
- Responsible for the monitoring elements of the Pathway budget and flagging up any potential overspend with the Head of Performance Pathway
- Responsible for coordinating any business at Headingley Stadium, working with the YCCC Operations Team.
- Support the Head of Performance Pathway in any other relevant duties

## WORKING RELATIONSHIPS

Head of Performance Pathway  
High-Performance Coaches  
Managing Director of Cricket  
YCCC Professional Coaching Staff  
YCCC Medical, Physiotherapy and S&C Team  
YCCC Marketing and Comms Team  
YCCC Accounting team  
YCCC Operations Team  
Performance Analyst(s)  
Cricket Operations Manager  
ECB National & Regional Talent Managers  
YCB Community Talent Champion

## DESIRABLE PROFESSIONAL & PERSONAL ATTRIBUTES

SKILLS, KNOWLEDGE & EXPERIENCE	PERSONAL ATTRIBUTES
<ul style="list-style-type: none"><li>• Experience of sport administration, preferably in the performance environment</li><li>• An understanding of the elite sport environment</li><li>• Understanding of elite representative cricket</li><li>• Experience of the management and support of squads on match days</li><li>• Level 2 cricket coaching qualification (or equivalent)</li><li>• Excellent relationship management and communication skills and demonstrable experience of maintaining relationships and communicating effectively, ideally relevant to Player Pathways</li><li>• Financial management and administrative skills</li><li>• Outstanding organisational skills</li><li>• Excellent IT skills with good to advanced knowledge and experience with Microsoft Office</li><li>• Experience in organising and supporting at events</li><li>• Knowledge of Play-Cricket and its administrative functions. Experience working with analysts is desirable.</li><li>• Knowledge of Safeguarding and EDI in a performance environment</li></ul>	<ul style="list-style-type: none"><li>• High standards of personal and professional integrity</li><li>• Huge levels of energy and enthusiasm</li><li>• Openness and resilience</li><li>• Honesty, tact and strong will to succeed</li><li>• An innovative approach to work and an appetite to constantly seek improvement in all aspects of work</li><li>• Ability to work within a team</li><li>• Ability to manage a considerable workload and deliver on-time</li></ul>

**SPECIAL CONDITIONS**

Due to the nature of the work, the post holder will carry out their duties at such times/days which are most effective to perform the tasks required. This may involve some out of hours work – evenings, weekends, Bank Holidays, as necessary. Yorkshire Cricket may require attendance at events, presentations, meetings at various times. The policies reflect a 52-week, 7-day operation for all cricket provision.

**HOURS**

37.5 hours per week.

**SALARY and BENEFITS**

Competitive salary with additional benefits and expenses paid.

**HOLIDAYS**

25 days per annum plus statutory Bank Holidays.

**CENTRAL WORKPLACE**

Yorkshire County Cricket Club, Headingley Stadium, Leeds, LS6 3BR

**DATES**

Closing date for applications: 2<sup>nd</sup> March

Interviews: W/C 7<sup>th</sup> March