



Job Title: Performance Coordinator
Responsible to: Head of High Performance
Contract: Part time, 30 hours per week
Location: Edinburgh

Exciting role working for a progressive sport's governing body

Cricket Scotland is the national sports governing body for cricket in Scotland overseeing the development and growth of the game from grassroots through to professional athletes competing on the world stage. Cricket Scotland has the motivational aim of 'Inspiring Scotland to Play Cricket, as we seek to grow the reach and popularity of the sport to unprecedented levels.

The role will be responsible for supporting the delivery of Cricket Scotland's high-performance programme primarily focusing on the national men's and women's teams. This will include the operations of the Performance programme, including operational duties such as fixture organisation, travel arrangements, player eligibility monitoring, tour organisation, AMS monitoring, kit purchase, developing strong working relations with key partners including but not exclusive to: - CS internal Staff, National Team Staff, Contracted Players, ICC, National Venues, Sport Scotland

This is a broad and challenging role that requires an organised, energetic, customer focused individual who will complement our Performance team and is comfortable managing a range of operational tasks.

Closing date for the post is **Friday 9th March, 12noon** with interviews planned to take place the following week

To apply, please send a CV and supporting letter to:
susannisbet@cricketscotland.com

Cricket Scotland is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Role Profile

Role Title:	Performance Coordinator
Main Purpose:	To support the delivery of the National Performance programmes
Responsible to:	Head of High Performance
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	30 hours per week
Outline of Role:	The role will be responsible for supporting the delivery of Cricket Scotland's high-performance programme primarily focusing on the national men's and women's programmes.
1 Co-ordination of performance programme	The post holder will be responsible for main the operations of the Performance programme, including operational duties such as fixture organisation, travel arrangements, player eligibility monitoring, tour organisation, AMS monitoring, kit purchase, developing strong working relations with key partners including but not exclusive to: - CS internal Staff, National Team Staff, Contracted Players, ICC, National Venues, Sport Scotland
2 Travel	The post holder will be responsible for arranging all travel for the National Men's and Women's teams. This is to include assembly and actual team travel according to the needs of Head Coaches and Head of High Performance.
3 Accommodation	The post holder will be responsible for arranging and communicating all accommodation arrangements for the National Men's and Women's teams.
4 Kit	The post holder will be responsible in charge of arranging kit for the National Men's and Women's teams. This will include liaising with Kit suppliers and ordering of kit according to needs and budget. Kit supplies to include an agreed holding stock for new players or replacement kit.
4 Player Registration	The post holder to be CS key link to ICC in terms of submission of player registration for ICC events. Also, to include new player eligibility registration and tracking.
5 General Administration & Financial	Tracking, monitoring and reporting of spend against agreed budget and ensuring appropriate sign off by CS budget holder. Support coaches with data collection for all programmes contained in the Performance AMS system.

Projects/Team Management	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 will be amended in the light of the changing needs of the organisation. Job holders may be given specific projects to deliver as part of their role. This may include National Team management if required by National coaches.
Medical Plans	Ensure Senior Men's and Women's team have up to date medical plans and first response procedure documents that align to Cricket Scotland medical policies. This is to include clear lines of reporting and responsibilities for staff leads of travelling teams.
Working Hours	Due to the nature of the business a flexible approach to working hours and the 30-hour contracted working week is to be expected.

Person Specification

- A high level of people skills
 - strong customer service focus and comfortable in dealing with a range of stakeholders, including High Performance staff, Players, CS internal staff, County and ECB contacts, ICC and key supplier contacts.
 - able to develop effective working relationships quickly.
 - able to enthuse, motivate and encourage.

- Excellent administration skills and the ability to set priorities and deliver objectives efficiently:
 - able to work on own, with direction.
 - able to coordinate a range of activities simultaneously.
 - attention to detail regarding administrative/recording requirements.

- Excellent communication skills, both verbal and written
 - commitment to the provision of high quality and timely responses to information.

- Excellent IT skills (Microsoft office/web/email) and experienced in operating various booking and CRM systems.

- Comfortable in using social media tools and other digital platforms as tools to create engagement.

- An understanding of and commitment to equality of opportunity and diversity.