

Role Description and Person Specification

Role title:	Cricket Operations and Player Support Manager
Salary:	£30,522 – 33,650 per annum, depending on experience
Location:	Scotland
Reports to:	Head of Performance

Cricket Scotland have an exciting opportunity for a **Cricket Operations and Player Support Manager**, to join our team.

As the national governing body for cricket in Scotland, we deliver the game from grassroots to international level and our national teams compete on the global stage. We are looking for an organised and proactive individual to provide high-quality operational and player support across our High Performance and Pathway programmes, ensuring that players and coaches are set up for success during domestic and international activity.

Who are we?

Cricket Scotland is the national governing body for the sport of cricket in Scotland. We are responsible for organising and developing the game at every level – from grassroots participation to elite international competition. Our primary goal is to promote and enhance the growth of cricket in Scotland, both in terms of player development and the overall popularity of the sport. Our four-year strategy, *Uniting People and Communities through Cricket (2024–2028)*, is underpinned by our values and sets out a clear vision for the future of the game.

Cricket has a long history in Scotland, with records dating back to the 18th century, and Scotland became an Associate Member of the International Cricket Council (ICC) in 1994.

The Scotland men's and women's national teams regularly compete in international tournaments, achieving notable successes with memorable victories against higher-ranked teams and strong performances in global competitions. These achievements have raised the profile of cricket in Scotland and inspired more young people to take up the sport. Success at senior level has been matched by the men's and women's U19 teams, who have consistently qualified for ICC World Cups.

Alongside international success, Cricket Scotland is committed to developing cricket at grassroots level. We support and organise leagues, tournaments and coaching programmes across the country to grow participation, identify talent, and provide the training and resources needed for players to progress in the game.

Why join us?

This is a key role at a pivotal time for Cricket Scotland. With qualification for the 2026 ICC Women's T20 World Cup, the 2027 ICC Men's Cricket World Cup and the 2028 ICC Men's T20 World Cup central to our strategy *to deliver sustainable success on the pitch*, high-quality operational delivery and player support are essential to enabling performance on the international stage.

The postholder will play a vital part in ensuring that players and coaches are supported through well-planned logistics, clear communication and a consistently professional environment across all domestic and international activity.

This is an exciting time for Cricket Scotland to move forward as an organisation to deliver our vision to unite people and communities through cricket. Looking ahead, Scotland will co-host the ICC Men's T20 World Cup in 2030 alongside England and Ireland.

Role Overview

The Cricket Operations and Player Support Manager plays a central role in coordinating the High Performance and Pathway programmes and ensuring that Scotland's international and pathway players receive a professional, consistent and high-quality operational service.

The post holder will anticipate logistical needs and create an environment where players can fully focus on preparation and performance. As a key point of contact for players and coaches, the postholder ensures operational excellence across fixtures, tours, events and daily programme delivery, recognising players as primary customers within the performance system.

Success Measures

Success in this role will be demonstrated through:

- Reliable, organised and anticipatory operational delivery across all performance and pathway activity.
- Positive player and coach feedback regarding clarity, communication and quality of support.
- Well-planned, well-executed tours and events with minimal operational disruption.
- Smooth onboarding and effective support mechanisms for players entering the performance environment.
- Strong working relationships with internal staff, external partners and event stakeholders (including ICC).
- Clear, accurate and timely budget monitoring, reporting and documentation.
- Consistency of operational standards across Performance and Pathway programmes.
- Demonstrating Cricket Scotland's values in all aspects of communication, planning and service delivery.

Main Duties and Responsibilities

Key responsibilities within the role include:

Performance Programme and Player Support

Working with the Head of Performance, Head of Pathway and coaching teams across the Men's and Women's teams, the postholder will:

- Coordinate logistics and administration for the men's and women's performance programmes.
- Provide a responsive, professional operational service to players and coaches, acting as a reliable first point of contact.
- Manage fixture and tour scheduling, ensuring player preparation, welfare and performance needs are appropriately considered.
- Oversee travel, accommodation, itineraries and associated communications for all domestic and international activities.
- Monitor player eligibility and compliance requirements.
- Administer player kit and equipment, ensuring timely distribution and replenishment.
- Ensure smooth onboarding for new players, helping them navigate expectations and programme logistics.

Senior International Matches, ICC Events and Tours

Supporting the Head of Performance and programme leads:

- Coordinate logistics for home international matches, including planning, venue set-up, supplier liaison and operational support.
- Act as a point of liaison with the ICC for relevant tournament communications and requirements.
- Organise travel, accommodation, visas, documentation and itineraries for away international matches and tours.
- Support on-the-ground operational delivery during tours, including problem-solving, information flow and player support.

- Contribute to planning, monitoring and reconciling budgets for tours, events and match operations.

National and Regional Youth Pathways

Supporting the Pathway Programmes, the post holder will:

- Coordinate logistics for national youth and regional squads across domestic fixtures, training camps and international competitions.
- Assist with ICC tournament logistics and overseas tours for youth teams.
- Support match-day operations including officials, scorers, match managers, equipment and catering.
- Coordinate pathway kit and equipment distribution.
- Provide operational support to the junior regional programme as required, ensuring consistency of experience for developing players.

Administration, Processes and General Duties

- Provide administrative support for performance processes including selection meetings, player appraisals and contract administration.
- Maintain accurate records, documentation and operational information.
- Monitor and report against relevant operational budgets.
- Build strong working relationships with players, coaches, staff and external partners.
- Contribute to continuous improvement within the performance operations function.
- Undertake other operational duties as required to support organisational needs.

Person Specification

To be considered for this opportunity, you should be able to demonstrate the following skills, experience and knowledge:

Essential

- Demonstrable knowledge and understanding of sports administration or high-performance operations.
- Experience in operations, administration and/or event management.
- Excellent organisational skills with strong attention to detail.
- Ability to prioritise, work under pressure and meet deadlines.
- Strong communication skills, both written and verbal.
- Ability to build effective working relationships with players, coaches and stakeholders.
- Service-oriented approach with the ability to anticipate and respond to player needs.
- Competence in Microsoft Office and confidence using operational systems or databases.
- Ability to work both independently and as part of a team.
- A commitment to Equality, Diversity and Inclusion.
- Flexible approach to working hours, including evenings and weekends when required.

Desirable

- Experience supporting high-performance athletes or teams.
- Experience liaising with governing bodies, event organisers or international federations.
- Familiarity with the operational requirements of ICC events and international touring environments.

Personal attributes

- Professional, calm and solutions focused.
- Strong interpersonal skills with an approachable and supportive manner.
- Highly organised with an ability to anticipate issues before they arise.
- Positive, motivated and able to inspire confidence in players and staff.
- Commitment to Cricket Scotland's values and to fostering a professional, inclusive and supportive performance environment.

Place of Work

This role is based in Scotland, and the successful candidate will be required to live and work here for the duration of the contract.

Hours of Work

You will work an average of 37.5 hours per week within this role.

While standard office hours are Monday to Friday, 9am–5pm, the nature of the role requires a high degree of flexibility. Evening and weekend working will be required to support training, competition, and wider performance demands. Working days and hours should be arranged in line with the needs of the team and the performance schedule.

Why Work for Cricket Scotland?

At Cricket Scotland, you'll be part of a passionate and purpose-driven team committed to growing the game, inspiring communities, and creating a more inclusive future for sport. We value collaboration, innovation, and the wellbeing of everyone who works with us.

When you join our team, you'll enjoy:

- 35.5 days' holiday each year (including public holidays)
- Enhanced sick pay provisions
- Salary sacrifice schemes for cycle-to-work, home, and tech purchases, with savings of up to around 8% on a wide range of items
- A Health Cash Plan, giving you money back on everyday health costs like dental, optical, and physiotherapy treatments
- Access to 24/7 counselling and wellbeing support, plus online GP appointments
- Mental Health First Aiders and an Employee Assistance Programme for confidential help whenever you need it

Our Commitment to Inclusion

Cricket Scotland is committed to creating a diverse and inclusive organisation that reflects the communities we serve. We actively welcome applications from individuals of all backgrounds, cultures, identities and experiences. We believe that diversity of thought and lived experience strengthens our leadership and helps us better deliver our vision and strategy for the future of Scottish Cricket.

To help us monitor and improve the inclusivity of our recruitment process, applicants are invited to complete our short Equality Monitoring Form, which can be found here: [Cricket Scotland Equality Monitoring Form – Job Applicants – Fill out form](#)

Our Values

Our core values are central to everything we do. They describe what is important to us, how we will work together to achieve our goals, and the behaviours we look for – and those we discourage – in our interactions with each other.

- We are proud to be **diverse**, committed to being **inclusive** and **welcoming**.
- We are **transparent** and **accountable** to ourselves and our sport.
- We ensure **people are central** to everything we do.
- We are **bold** and **brave** to drive the sport forward.
- We always remember cricket should be **enjoyable for all**.

Application Process

To apply for this opportunity please select click [HERE](#) and head to our recruitment portal, where you will be asked to initially provide your personal details, and then to upload a copy of your CV and a cover letter that shows your interest in this opportunity, and what you will bring to this role.

The closing date for the post is **9 January 2026**.

