

Role Description and Person Specification

Job title:	Club Services and Domestic Cricket Manager
Salary:	£36,384 – £41,266, plus pension and benefits
Location:	National Cricket Academy, Edinburgh (hybrid working also available)
Reports to:	Head of Club Services and Growth
Employment:	Full time, permanent

Who are we?

Cricket Scotland is a membership organisation and the National Governing Body for cricket in Scotland. Cricket Scotland is responsible for the development, promotion and management of cricket in Scotland, overseeing cricket activities at all levels, including grassroots programs, domestic competitions, and the selection and development of our men's and women's national teams.

Cricket Scotland was established in 1908 and are based at the National Cricket Academy in Edinburgh, becoming an ICC Associate Member in 1994.

What's happening in Scottish cricket?

In addition to the significant high-performance success of our national teams, including Scotland's participation at the ICC Men's and Women's T20 World Cups in 2026, Cricket Scotland is currently reviewing and updating our governance arrangements to ensure we build a high-performing governing body of sport for the future. To achieve this, we launched our 2024-2028 strategy – *Uniting People and Communities through Cricket* – which clarifies our vision and the actions we will take to achieve our strategic objectives.

Our strategy sets out a definitive vision and pathway for cricket in Scotland, with a particular focus on:

- Inspiring women and girls to play cricket
- Embedding a culture of equality
- Developing sustainable success on the pitch
- Cricket Scotland becoming a trusted and effective governing body

Why join us?

This is an exciting time to join Cricket Scotland as we look to move forward as an organisation to deliver our vision for the sport. Scotland will also play host to the ICC Men's T20 World Cup in 2030 in partnership with England and Ireland. Joining the Cricket Scotland team will provide the successful candidate with an opportunity to directly contribute to the growth of the game in Scotland, playing a vital role in shaping the sport's future while working with a passionate and diverse team.

What is the role?

The Domestic Cricket and Club Services Manager is a new role in the organisation, created to provide key organisation support and direction for regional cricket, clubs and officials following the integration of match officials within the Cricket Scotland governance structure.

The role will work with the Regional Associations, clubs, Cricket Scotland's established governance forums and the soon to be established Cricket Scotland Match Officials Advisory Panel (CSMOAP) to oversee the development and progression of the domestic game and the management of match referees, umpires and scorers across Scotland, acting as lead contact for all stakeholders.

Role Description

Domestic Cricket and Club Relationships

- Lead Cricket Scotland's day-to-day management and strategic relationships with clubs and Regional Associations, acting as the principal point of contact and ensuring their insight informs delivery of the organisation's strategic priorities.
- Build trusted, sustainable relationships with clubs and Regional Associations by understanding stakeholder needs, coordinating appropriate support and maintaining clear service standards.
- Oversee the integrated planning and delivery of domestic cup competitions through the Competitions Management Group and relevant delivery partners, including playing conditions and competition requirements.
- Oversee annual club affiliation and compliance, the effective use of PlayHQ/CS Play, and the annual review and operation of the Governing Body Endorsement process.
- Set priorities for direct reports and ensure effective administrative support across club services, domestic competitions and relevant development programmes.

Match Officials Pathway, Appointments and Development

- Lead the strategic recruitment, development and education of the umpire, match referee and scorer pathway, with a particular focus on underrepresented groups in line with Cricket Scotland's strategic priorities.
- Oversee the registration, appointment and workload management of match officials, working with the Cricket Scotland Match Official Advisory Panel (CSMOAP) to ensure robust, consistent and transparent processes.
- Manage the relevant appointment and performance systems, including Who's the Umpire (WTU), PlayHQ/CS Play and the ICC Match Information Database System.
- Ensure education, accreditation, coaching, mentoring, assessment and continuing professional development are high quality, inclusive, appropriately quality-assured and aligned with recognised standards across umpires, match referee and scorer pathway including the ICC Development Panel 'A' Umpires 2026-27.
- Monitor and evaluate official performance and undertake appropriate end-of-season reviews to support continuous development.
- Work with the Communications department to promote officiating, recognise officials' contribution and achievements, and support recruitment and development.
- Ensure match officials have the appropriate resources, equipment and clothing to fulfil their roles.
- Act as Cricket Scotland's principal liaison with the ICC on match-official matters, including international appointments, panel applications, required submissions and attendance at relevant ICC meetings.

Integrity, Compliance and International Hosting

- Ensure compliance of match officials with Cricket Scotland's Code of Conduct and work with the Head of Integrity and Compliance on disciplinary, regulatory and compliance matters.
- Support the Head of Integrity and Compliance with relevant assessments, decisions and panel arrangements.

Financial, Operational and Organisational Management

- Prepare and manage relevant budgets in accordance with Cricket Scotland's Financial Management Policy, ensuring delegated project budgets are appropriately managed and escalated.
- Manage the payment of match officials including expenses, invoicing and relevant ICC recharges.
- Contribute to ICC census, **sportscotland** returns and other required organisational data returns.
- Contribute to operational meetings and provide relevant information for Board reports and organisational reporting.
- Line-manage relevant roles within the organisational structure and support effective team performance and development.

Professional Standards

- Ensure all activities comply with Cricket Scotland policies, health and safety requirements and appropriate risk assessment processes.
- Engage in professional development and relevant training to maintain and enhance knowledge and capability.
- Travel across Scotland, including overnight stays where required, to support the effective delivery of the role.

This job description is not exhaustive, and you may be required to undertake additional duties that are reasonably commensurate with the nature and level of the role.

Person Specification

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

Essential:

- Demonstrable management and project management experience, with a track record of delivering agreed outcomes.
- Relevant experience of working within sport, preferably cricket, at local, regional, national or international level.
- A good understanding of cricket, including its laws, ethics, ICC requirements and playing conditions.
- Strong communication and interpersonal skills, with the ability to engage effectively with a range of audiences.
- Experience of developing and maintaining strong, sustainable relationships with partners.
- The ability to prioritise competing demands and manage workload effectively.
- The ability to work collaboratively as part of a team.
- Strong written communication, copywriting and proofreading skills.
- Confidence using Microsoft Office products.
- A clear commitment to equity and to promoting a cricket culture based on fairness, respect and dignity for all.

Desirable:

- Experience of working with networks of coaches, officials or volunteers.
- Knowledge and experience of the Scottish sporting landscape, including cricket.
- An understanding of the challenges, demands and expectations associated with match officiating and scoring.
- Experience of using the Who's the Umpire? management system.
- Experience of managing change.
- Experience of managing budgets.

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 may be required.

Place of Work

The normal place of work for this role is the National Cricket Academy, Edinburgh.

Cricket Scotland operates a hybrid-working model and, where appropriate, there will be flexibility to work from home on some days each week.

Within this role you may be required to travel to other locations throughout Scotland and occasionally elsewhere in the UK to attend meetings, matches, events and other activities connected with the role

Salary & Benefits

The salary for this role is £36,384 - £41,266 per annum.

When you join Cricket Scotland, you'll also benefit from:

- 35.5 days' holiday per year, including public holidays.
- Enhanced sick pay provisions.
- Salary sacrifice schemes for cycle-to-work, home, and tech purchases, offering savings of up to around 8%.
- Health Cash Plan, providing money back on everyday healthcare costs such as dental, optical, and physiotherapy.
- 24/7 counselling and wellbeing support, including access to online GP appointments.
- Mental Health First Aiders and an Employee Assistance Programme, offering confidential support whenever you need it.
- Hybrid working arrangements, supporting flexibility and work-life balance.
- Opportunities for professional development and learning within a national governing body environment.

Our Commitment to Inclusion

Cricket Scotland is committed to creating a diverse and inclusive organisation that reflects the communities we serve. We believe that diversity of thought, experience and background strengthens our leadership and helps us better deliver our vision and strategy for the future of Scottish cricket.

As part of our commitment to growing the women's and girls' game, we particularly welcome applications from individuals who are passionate about supporting the development of opportunities for women and girls in cricket and sport more broadly.

We welcome applications from individuals of all ages, backgrounds, cultures and identities and are particularly keen to hear from candidates who can contribute to increasing the diversity of representation and thinking within our organisation.

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 exciting opportunity, please click [HERE](#) to head to our recruitment portal.

You will thereafter be asked to provide your contact details, respond to the questions posed, and then upload your CV and a covering letter onto our recruitment portal outlining your interest in this role and what you will bring to this role.

- The closing date for applications is **28 September 2026.**
- Interviews are scheduled to take place in the weeks commencing 5 and 12 October 2026.