

ICC Women's Cricket World Cup 2021 – Operations Coordinator

Held every 4 years, the ICC Women's Cricket World Cup is the pinnacle of women's cricket globally, and the next installment is to be hosted right here, in New Zealand, in February 2021. Last time more than 180 million people around the world watched the tournament, and this is set to increase in 2021 with every match broadcast live for the first time. Women's Cricket 2021 has been established to set-up and run the tournament, in partnership with the ICC and New Zealand Cricket, and we're a passionate and enthusiastic team that is growing fast.

We're looking for an Operations Coordinator to support the operational delivery of the event. You will provide administrative assistance for our key service areas such as cricket operations, accommodation, transport, medical, accreditation and venue operations. You will have exceptional organisational skills and ideally have worked in an operational role in a similar environment so you'll be able to hit the ground running.

Ideally, you'll have a host of relevant experience, including:

- Proven operational or logistical support experience for a major event or organisation
- Coordination of multiple stakeholder events, workshops and schedules
- Management of supplier relationships and production timelines

You'll also have some amazing personal skills and attributes such as:

- Calm and pragmatic under the pressure of a big event and high expectations
- Highly organised and can plan, prioritise and execute with multiple priorities
- Exceptional attention to details and the ability to manage large amounts of information
- Self-motivated and a natural problem-solver

We are a high-performance organization, and to be successful you'll share our focus on achieving the very best with the same approach in what you do. This is a chance to be part of the team behind the tournament and part of the largest women's sporting event ever held in New Zealand, at the forefront of the growth of women's sport. The job description is available on the NZC careers page [here](#), so if it sounds like you, apply [here](#).