

# WOMEN'S CRICKET 2021

## OPERATIONS COORDINATOR

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Reporting to: Head of Venue Operations  
Team: Venue & Cricket Operations  
Location: Auckland  
Term: Fixed Term, Full Time

### WHO WE ARE

In 2021, New Zealand will host the ICC Women's World Cup for the 3<sup>rd</sup> time, and the 12<sup>th</sup> instalment overall. This is the pinnacle of women's cricket globally and an opportunity for you to join the team behind the tournament. In 2017 over 180 million people watched the tournament, and this audience will increase in 2021 with all the matches broadcast live for the first time. It is set to be the largest women's sporting event held in New Zealand, at the forefront of women's sport, and specifically women's cricket globally.

### OUR VISION

Our vision for the tournament is to 'Own the moment and lead the change', through the following objectives:

- Connect with the world
- Entertain the world
- Inspire the world
- Excellence in our world

### WHERE YOU FIT

The Operations Coordinator will work closely with both the Venue and Cricket Operations teams, to help deliver the event to ICC and Local Organising Committee (LOC) requirements. Your primary role will be to provide support for the operational delivery of the event and administrative assistance for key services including cricket operations, accommodation, transport, medical, accreditation, venue operations and other areas. You will have relationships with all internal functional areas, and external stakeholders, including the ICC, NZC, NZ cricket network, venues, host cities and suppliers.

### YOU'LL LOVE THIS JOB IF ...

- You are passionate about cricket or sport
- You are a natural problem-solver and self-starter
- You have strong communication and listening skills
- You are highly organised and can plan and prioritise your time
- You are calm and pragmatic under pressure
- You strive to go above and beyond expectations

### **SPECIFICALLY, IN THIS ROLE YOU'LL BE ...**

- Providing key support to all aspects of the Venue and Cricket Operations teams to ensure they are equipped to deliver the operational requirements in preparation for, and during, the event.
- Working with the Heads of Departments to compile event plans across key service areas, and then managing the administration of the plan and any additional requirements
- Coordinating stakeholder venue inspections, events and workshops
- Assisting in the development of team itineraries and training schedules
- Ensuring all cricket operations equipment (ie. balls, stumps, laundry bags, baggage tags etc.) are organised and provided, in accordance with supplier agreements and the ICC
- Liaising with internal and external stakeholders, with a particular focus on venue operators, accommodation and transport providers and accreditation providers
- Ensuring all groups represented by the operational teams (including players and match officials) enjoy a fit for purpose and high-quality event, appropriate to the largest women's sporting event in NZ

### **ADDITIONALLY, YOU WILL ALSO BE ...**

- Identifying and managing risks and proactively taking part in the overall risk management strategy
- Providing detailed and timely reporting on progress where necessary
- Striving for world class standards across all areas for operational excellence
- Collaborating in cross organisation project teams and ensuring the needs of all areas are considered
- Managing all areas of expenditure within budget and highlighting any issues as necessary
- Achieving cost savings where possible and ensuring WWC2021 is efficiently run
- Managing and maintaining relevant internal relationships through all stages of operations
- Developing and maintaining key external stakeholder and third-party partnerships
- Nurturing these functional relationships and fostering a spirit of teamwork and cooperation

### **YOU'LL HAVE ...**

- Experience from a major events environment is preferred
- Understanding of sports administration is also preferred
- Exceptional attention to detail and the ability to manage large amounts of information
- Excellent computer skills and knowledge of the MS Office suite
- The legal entitlement to work in New Zealand

### **YOU'LL RECEIVE ...**

- A competitive salary, 20 days annual leave and KiwiSaver contributions
- Fresh fruit delivery twice a week, and drinks and snacks on a Friday afternoon
- Annual flu injections and access to the Employee Assistance Programme (EAP)