

# WOMEN'S CRICKET 2021

## TOURNAMENT SERVICES COORDINATOR

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Reporting to: Tournament Services Manager

Team: Operations

Location: Auckland

Term: Fixed Term, Full Time

### WHO WE ARE

In 2022, 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 Tournament Services Coordinator is primarily responsible for providing administrative and operational support to the Tournament Services team. You will be supporting the coordination of the Tournament Services function, working with the Tournament Services Manager to ensure efficient and smooth logistical operations are in place for the tournament participants including teams, match officials and staff. You will have relationships with internal functional areas and, stakeholders including the ICC, NZC, Major Associations, 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 ...**

- Support the delivery of the Tournament Services Program in line with ICC specifications and LOC requirements and ensuring Teams are communicated to, through the ICC, for relevant information
- Develop and manage the movement schedules for all Teams, Match Officials, LOC and ICC staff and other ad hoc stakeholders as required
- Support the operational and logistical processes and procedures for relevant domestic travel, accommodation, baggage and laundry requirements
- Provide support to ensure effective communication between the LOC, the ICC and participating Teams and Match Officials and other stakeholders

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

- Supporting departmental strategies that align with and support the overall strategy
- Identifying and managing risks and proactively taking part in the overall risk management strategy
- Providing detailed and timely reporting where necessary on operational progress
- Striving for world class standards across all areas for operational excellence
- Collaborating in cross organisation teams and ensuring the needs of all are considered
- Achieving cost savings where possible and ensuring CWC22 is efficiently run
- Managing and maintaining relevant internal relationships through all stages of operations
- Developing and maintaining key external stakeholder and third-party partnerships

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

- Understanding of team services and/or travel operations
- Excellent administrative skills and the ability to multitask across functions
- Strong attention to detail and accuracy, including proficiency in Microsoft Excel
- Strong relationship management skills, with internal and external stakeholders
- Strong problem-solving experience and being flexible and adaptable
- The legal entitlement to work in New Zealand

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

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