



Communications Coordinator

Candidate Brief



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COMMUNICATIONS COORDINATOR

BACKGROUND

Cricket Ireland is the national governing body for the men's and women's game throughout Ireland, with ultimate responsibility for its national and international aspects. The future of Irish cricket is very bright given the growth of the sport driven by significant success on the international stage in the last decade leading to an unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance is growing following the elevation of Cricket Ireland to ICC Full Membership and Test Status, along with entry into the sport's Future Tours Programme (FTP) that now sees Ireland playing all three formats of the game at the highest level for the foreseeable future.

In 2024, Cricket Ireland will release a new Strategic Plan with the long-term ambition to 'create a cricket island'. This role will be integral to telling the story of this vision and promoting the game more generally.

ROLE AND PURPOSE OF THE POSITION

This is a 12-month contract position responsible for the coordination and roll out of communications programmes that support the full-breadth of the business – including communications around areas such as high performance, participation and grassroots, commercial and operations.

You will put the fan at the heart of everything you do, at times finding creative ways to tell stories.

You will contribute significantly to the written and content generation process to promote the game and should be comfortable in using digital platforms to share those messages.

You will be working in a small team in a very fast-paced, hands-on environment. While supporting the international team's environment, a key focus will be on the domestic game and growing the profile, fan base and participation levels.

KEY RESPONSIBILITIES

- ④ Write match reports, media releases and contribute to various publications;
- ④ Contribute to the Cricket Ireland website, developing and coordinating content;
- ④ Provide social media support for matches, events, programmes and to support corporate strategic priorities;
- ④ Engage and manage content suppliers and contractors;
- ④ Support the Marketing Manager in the PR and communications aspects of campaigns;
- ④ Support the communications around international and domestic cricket in Ireland;
- ④ Support the delivery of livestream services and broadcast services; and
- ④ Develop strong working relationships with Provincial Unions and Clubs.

You should note that the above is not an exhaustive list and is subject to change as the job evolves.

The role is highly operational and hands-on. Written communication is highly important in this role and these skills will be tested - if selected for interview you will be tasked with preparing a written task as part of the interview process.

EXPERIENCE AND COMPETENCIES

The ideal candidate will have:

- ④ Third level qualification in Communications, Media, Digital Marketing and/or at least 2-3 years' work experience in this area.
- ④ Experience at working with the media (essential); journalism and multimedia experience (desirable).
- ④ A highly attuned attention to detail, and the ability to learn and adapt quickly.
- ④ An understanding of cricket, by playing, enjoying or otherwise.
- ④ A demonstrable ability to manage multiple projects concurrently within a fast-paced and demanding environment.
- ④ Experience/understanding using Wordpress.
- ④ The ability to work flexible and, at times, unsociable hours – this includes weekend work and after hours work (as fixtures can be played at various locations around the world).
- ④ Full, clean driving license and access to a vehicle.

POSITION LOCATION

- Hybrid – office (in Kinsealy, Dublin), home and at various venues on match days.

REMUNERATION

- A competitive salary based on skills and experience plus pro-rated annual leave of 26 days per annum.

PROCESS

- The closing date for expressions of interest will be 6pm, Sunday 31 March 2024.
- Please note that applicants **must have current eligibility** to work in ROI & the UK, a full, clean drivers' licence and access to a car.
- All applications should include a cover letter (describing what s/he would bring to the role) and a concise CV setting out how and when the relevant experience has been gained should be sent by email to recruitment@cricketireland.ie for the attention of Human Resources. Please also state where you saw the vacancy.
- Interviews will be either online or face-to-face.
- Desired role starting date – as soon as practicable, dependent upon notice etc. of the successful candidate.