



Job description

Job Title:	Head of Cricket Operations
Department:	Cricket
Reports to:	Director of Cricket
Responsible for:	Cricket Operations Coordinator Scorers
Location:	The Cooper Associates County Ground, Taunton (with regional travel as required)
Contract:	Permanent, Full-Time
Hours:	Minimum of 40 hours per week (to include evenings, weekends and bank holidays as required)

Purpose of the Role:

This role is responsible for ensuring the smooth, compliant, and professional delivery of all operational aspects of cricket across men's and women's teams at Somerset County Cricket Club, ensuring they are managed efficiently, allowing the coaching and leadership staff to focus on strategic delivery and performance. It plays a pivotal part in enabling high performance by overseeing logistics, regulations, resourcing, and cricket-specific infrastructure.

Main Responsibilities:

Operational Leadership & Delivery

- Lead all cricket operational planning and matchday delivery across men's and women's fixtures, tours, and pre-season schedules.
- Ensure the smooth, professional execution of all home and away matches, covering logistics, schedules, accreditation, player requirements, and guaranteeing there is a primary point of contact for operational decision-making and cricket-specific issues.
- Oversee travel, accommodation, and transport for teams and staff, ensuring cost-effective, performance-aligned arrangements.
- Manage the procurement, auditing, and storage of all clothing, kit, and equipment across professional and pathway programmes.
- Coordinate venue access and training facilities (including Indoor School and Taunton Vale), ensuring equitable, performance-driven use across squads.
- Line manage Cricket Operations Coordinator and scorers, ensuring operational excellence and professional standards.

Player, Staff & Performance Support

- Act as the lead operational contact for players and staff, resolving logistical queries and enabling focus on performance.
- Manage onboarding and integration of new players and staff in collaboration with the People Team.
- Lead the operational planning of tours, training camps, and external fixtures, including budgets, itineraries, and compliance.
- Coordinate overseas player logistics including visas, travel and accommodation
- Source and manage overseas player housing and car rental requirements.



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- Liaise with the Head Grounds Person and coaches to align pitch preparation with performance requirements.
- Collaborate with the medical team to support anti-doping processes and player welfare requirements.

Governance, Compliance & Strategic Alignment

- Manage ECB compliance across registrations, eligibility, safeguarding, matchday PMOA requirements, circulation of DLS and County Partnership Agreement (CPA) submissions.
- Oversee the drafting and management of player contracts, ensuring accuracy, compliance, and timely completion.
- Coordinate player registration, insurance, and loan arrangements, ensuring all ECB regulations are met.
- Manage the cricket operations budget, tracking spend and forecasting accurately with the Finance team.
- Actively contribute to Executive Operations meetings, providing insights that enhance strategic and operational planning.
- Maintain strong working relationships with venue operations, business operations, and performance departments to deliver aligned outcomes.
- Uphold safeguarding, EDI, and health and safety standards in all cricket operational activities.

Additional

- Ensure the Club's equity, diversity, and inclusion policy and standards are always upheld, abiding by the Club's code of conduct.
- Ensure the Club's safeguarding policies and procedures are always adhered to, consistently advocating the safeguarding of children, young people, and adults at risk.
- Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.

This job description is only a summary of the role as it currently exists and is not exhaustive. Responsibilities and accountabilities might differ from those outlined, and other duties, as assigned, might be part of the job.

Knowledge, skills and experience:

Essential

- Strong operational and logistical management experience in cricket.
- Experience of managing supplier relationships to ensure cost-effective operations.
- Budget management and financial reporting experience.
- Experience of overseeing the drafting and management of player contracts,
- Detailed understanding of cricket regulations, competition structures, and compliance requirements.



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- Proven ability to manage complex logistics under pressure across multiple groups and venues.
- Demonstrated ability to lead, motivate, and develop colleagues to deliver high standards of performance.
- Excellent interpersonal skills, creating collaboration across departments and stakeholders.
- Proven leadership skills to navigate complex scenarios and address emerging challenges effectively.
- Strong administration skills.
- Excellent planning skills.
- Negotiation and influencing skills.

Personal attributes

- Proactive approach to problem-solving
- Highly organised
- A high level of discretion and professionalism when handling confidential and sensitive information.
- Confidence to make decisions under pressure.
- Approachable and empathetic.
- Collaborative approach to working.
- Ability to influence stakeholders in a positive manner.

Core competencies

Delivery & Performance

- Quality & Service Orientated
A demonstrated aptitude for understanding and satisfying internal and external customers. Provision of effective solutions. (Level 5 – Expert)
- Results Focused/Action Orientated
A drive to plan and deliver results despite challenges and setbacks. (Level 5 – Expert)
- Effective Resource Management
Understanding, respecting and effective use of the Club's resources. (Level 5 – Expert)
- Innovative Thinking
Aptitude to identify key components of problems, generate creative solutions and seize business opportunities by taking considered risks. (Level 5 – Expert)

Strategic Approach

- Business Awareness/Commercial Acumen
Ability to ensure business success and financial efficacy now and for the future. (Level 5 – Expert)
- Strategic & Analytical Thinking
Capacity for conceptualising the immediate, medium and long-term local and global environmental challenges and define specific strategies for organisation growth in relation to our purpose and vision. (Level 5 – Expert)
- Organisational Alignment



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The aptitude to align one's own behaviour with the needs, priorities and goals of the Club. Focusing on the Club's vision before individual preferences or professional priorities. (Level 5 – Expert)

- Talent Development
Full commitment to professional development and personal growth of self and others and the transfer of knowledge to future talent. (Level 5 – Expert)
- Agility
Openness and ability to promptly identify and adapt to changes in the business environment. (Level 5 – Expert)

Leadership

- Active & Visible Leadership
Demonstrates full and public commitment to Club's Values. Operates with integrity and transparency and role-models' appropriate behaviours. (Level 5 – Expert)
- Inclusion Orientated
Understands and values equity, diversity and inclusion approaches and works openly with all people, regardless of identity or characteristics. (Level 5 – Expert)
- Aptitude for Sustainability
Commitment to operating sustainably to ensure the Club's negative impact on the environment is kept to a minimum. (Level 5 – Expert)
- Safety Focused
Understands, respects and values safeguarding, and health and safety protocols and considers these within all aspects of the Club's operations. (Level 5 – Expert)

Relationships & Influence

- Teamwork & Collaboration
The capacity for working collaboratively and effectively within and across teams, and with external stakeholders, to ensure a unified direction of travel to achieving the Club's goals and objectives. (Level 5 – Expert)
- Influence & Negotiation
Aptitude for excellent communication and interpersonal effectiveness with the ability to negotiate with, and influence others, in respectful and honest ways to add value and achieve objectives. (Level 5 – Expert)
- Emotional Intelligence
Ability to understand others (including non-verbal communication methods), management of own behaviour and reactions and self-reflection especially when faced with challenging or stressful situations. (Level 5 – Expert)

Key contacts

Internal: Director of Cricket, Director of Talent & Women's Performance, Cricket Operations Coordinator, Scorers, Head Coaches, Players, Head Grounds Person, Leadership Team, People Team, Finance Team



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External: ECB, Taunton Vale Sports Club

Equal Opportunities and Inclusivity Statement

Somerset County Cricket Club endorses the principles of equality and equity and strives to ensure everyone involved with the Club has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, to give of their best and be assured of an environment in which their rights, dignity and individual worth are respected. Everyone is responsible for creating an inclusive working environment and we expect all colleagues, partners customers and suppliers to abide by our equality, diversity and inclusion policies and procedures.

The Club ensures all existing and potential employees receive equal consideration during the recruitment process and beyond, and is committed to the elimination of unlawful or unfair discrimination of any kind and in particular on the grounds of sex, race, disability, sexual orientation, marriage and civil partnership, gender reassignment, religion or belief, pregnancy and maternity, and age.

Safeguarding Statement

Somerset County Cricket Club is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all staff and volunteers to share this commitment. It is everyone's responsibility to keep vulnerable people safe.

As part of our safer recruitment process all relevant roles are subject to an enhanced or standard DBS check as appropriate, and two satisfactory references. We also require every staff member to undergo safeguarding training appropriate to their role.

We encourage an open, welcoming environment where everyone should feel safe to express any concerns. We have a range of policies and procedures in place which promote safeguarding and safer working practice across all that we do.

Prepared by:

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