



Commercial and Events Executive (6 month contract)
Candidate Brief

BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly 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 will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

POST TITLE

Commercial and Events Executive – 6 Month Contract **(potential to extend)**

ROLE AND PURPOSE OF THE POSITION

This is an exciting role for an individual with a “can do” attitude who is looking for an opportunity to challenge him/herself working in one of Ireland's fastest growing sports.

This is a varied role and involves a mix of all aspects of the day to day operational support for a busy commercial department, including: event sales and commercial support, event planning support and coordination, providing support to the marketing team, management of CI Membership programme and liaising with CI sponsors.

REPORTING TO

- 🌐 Commercial Director

WORKING RELATIONSHIPS

- 🌐 Chief Executive
- 🌐 Commercial Director
- 🌐 Senior Management Team
- 🌐 Commercial department staff
- 🌐 Event Manager
- 🌐 Media and Communications Manager
- 🌐 Provincial Union General Managers and Chairmen
- 🌐 Agencies
- 🌐 Cricket Ireland Fan Base
- 🌐 Cricket Ireland Membership Database
- 🌐 Media

KEY RESPONSIBILITIES: Commercial

- 🌐 Management of the Cricket Ireland Membership Programme
- 🌐 Event sales including hospitality, group tickets, club tickets and other match-day inventory
- 🌐 Day to Day operational sponsorship point of contact
- 🌐 Manage delivery of sponsor entitlements
- 🌐 Delivery and co-ordination of sponsor match-day entitlements
- 🌐 Incl. matchday collateral (signage, programme/big screen advertising, stands)
- 🌐 Implementing and delivery of sponsor online engagement plan (ensuring sponsor is acknowledged /recognised over CI social media agreed number of times per month/year etc.)
- 🌐 Recording and updating of sponsor and customer data on CRM systems
- 🌐 Working with Marketing manager to ensure regular comms of all sponsors in CI newsletters
- 🌐 Working with SP Academy Manager to ensure quarterly delivery of SP Newsletter

- ④ Working with Marketing Manager on the delivery and implementation of marketing strategies including:
 - Promotional collateral development and distribution
 - Liaising with membership base including ticketing
 - Social media support
 - Liaising with suppliers
 - Marketing department administration
- ④ Any other duties as reasonably required by Cricket Ireland

KEY RESPONSIBILITIES: Event Management

- ④ Support the Event Manager with event administration and on-site support for all International and Domestic events
- ④ Assist with co-ordination of hospitality
- ④ Assist with management of volunteers
- ④ Assist with all accreditation requirements
- ④ Event Ticketing

SKILLS AND EXPERIENCE

- ④ Sales Experience
- ④ Account management experience
- ④ Strong administrative skills
- ④ Must be highly organised and be able to work under pressure, with the ability to multi-task
- ④ Strong written, verbal, communication skills
- ④ Excellent time management-skills are required with the ability to work on one's own and as part of a team
- ④ Demonstrable working knowledge of modern Microsoft IT and software packages including Office, Word, Excel and PowerPoint
- ④ Must be prepared to work unsocial hours, including out of office hours and on weekends/bank-holidays
- ④ Full Clean Driving License

REMUNERATION AND ROLE LOCATION

- ④ The package will include a salary commensurate with qualifications and experience.
- ④ Position tenure: 6 month contract with the potential for extension
- ④ Position location: CI head office, Dublin, north-side
- ④ Annual leave: 25 Days pro rata

PROCESS

- ④ The closing date for applications will be **1st February 2018**
- ④ Letters of application and full CVs titled 'Commercial and Executive Manager' should be sent by email to recruitment@cricketireland.ie and will be confidential
- ④ Interviews will be held week 6th and 7th February
- ④ Role due to commence in early **March 2018**