

Vacancy: Operations Coordinator **Glamorgan County Cricket Club**

Job Title:	Operations Coordinator
Role:	Full Time position (37.5 hours per week): Permanent
Position:	
Salary:	£20,000 - £24,000 dependant on experience
Hours of work:	Flexible
Location:	Glamorgan County Cricket Club, Sophia Gardens, Cardiff

Job Description

1. Job Summary

The Operations Coordinator is responsible for assisting with all operational aspects of Sophia Gardens Cardiff to ensure a safe, secure, and efficient environment for all day-to-day operations, match day operations and major events.

The post holder will be responsible for assisting with the management of a number of operational areas and will assist the Operations team to coordinate event planning with other departments and stakeholders so that Glamorgan Cricket delivers all events to the highest possible standards.

The post holder may be required to travel to home matches held at Glamorgan 'out-grounds' to assist with the management of match day operations.

Key Responsibilities

- Assist with the management of site security to include staffing, training, and operations
- Assist with the planning of all major events held at the Stadium including International Matches and Concerts
- Coordinate all match day administration by compiling accreditation, parking requests and passes, and disseminating event documentation
- Assist with the management of all stewarding administration
- Assist with the management of match day operations at Glamorgan out ground matches
- Organise and prepare match day documentation, equipment, radios, uniform, and accreditation.
- Management of the day-to-day and event car parking operation
- Be responsible for proactive utility and energy management
- Liaise with contractors to ensure that all operational procedures are followed at all times
- Liaise with Conference and Events team to provide operational support to all non-cricket events
- To check all operational equipment and maintain appropriate stock levels
- Administration of the Stadium Health and Safety training records and systems
- Provide administrative support to the Operations Department
- Ensure all systems and procedures are fully compliant with current Health and Safety Law

- To carry out any other tasks deemed appropriate by the Head of Operations or Operations Manager

Nature and Scope of Job

A. Job Context:

The Operations Coordinator is charged with working closely with the Operations team to plan and deliver events to a world class standard in a cost-effective way to ensure a safe and secure environment.

B. Working Relationships:

- CEO
- Senior Management Team
- Head of Operations
- Operations department staff
- Glamorgan staff including stewards and other part time staff
- ECB and ICC
- Suppliers and Contractors
- Sponsors and commercial partners
- Glamorgan Board and members
- General public

Knowledge, Skills and Experience

Essential:

- An understanding and operational experience of events including Health and Safety management
- Ability to motivate and influence individuals and teams
- Resilience and energy to operate in a challenging and high-profile working environment
- Proven ability to operate with professionalism and integrity in challenging situations
- Exceptional planning, coordination and organisational skills
- Self-motivated with the ability to work independently or as part of a team
- Good interpersonal, written, and verbal communication and influencing skills
- Self-contained operator with good computer/IT literacy
- A good timekeeper willing to work long hours, weekends and bank holidays due to the nature of the job
- Strong disciplinary skills
- Driver's Licence

Desirable:

- Experience working within the Sports, Entertainment or Events industry
- A nationally recognised qualification in Health and Safety management

Personal Attributes

The Operations Coordinator will be a highly credible, determined clear thinking and articulate individual with:

- A team player willing to share knowledge to other members of staff
- High standards of personal and professional integrity
- Huge levels of energy and enthusiasm
- Openness and resilience and willing to learn from others
- Honesty, tact and a strong will to succeed
- An appetite to constantly seek improvement in all aspects of their work

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

Benefits: Contributory pension scheme; life insurance; free staff parking

Application Process

Please submit your tailored CV, together with a covering letter to **Tracy Cox HR Manager** at Tracy.Cox@glamorgancricket.co.uk