



CRICKET OPERATIONS OFFICER

Role Description

Job Title: Operations Officer

Position Tenure: Fixed-term contract (2 years - subject to funding).

Primary Position Location: Munster Cricket Union Office, Cork

Salary: € 28k - 36k depending on qualifications and experience

Annual Leave: 24 days per annum pro rata plus statutory bank holidays

Reporting to: Munster Cricket Union CEO

About the Munster Cricket Union

Job Purpose:

The primary objective of the Cricket Operations Officer is to take forward the implementation of the Provincial Union's Operations and the effective and efficient implementation of the Union's day-to-day business. The role will assist the delivery of key objectives contained within the Munster Cricket Union Strategic Plan, particularly in relation to the smooth running of the organisation's cricket and technical operations and satisfy compliance procedures and protocols as laid down by the Munster Cricket Union (MCU), relevant funding bodies and Cricket Ireland (CI).

SKILL & EXPERIENCE REQUIREMENTS

- Experience in a similar cricket or sporting role; preferably managing teams or administrative.

OR

- Third level degree in a related area, MBA is an advantage; (Sports or Recreational & Leisure Management etc.).
- A thorough knowledge and interest in cricket, particularly rules, regulations and policies associated with provincial and domestic cricket is recommended for this role.
- Strong administrative and organisational skills and good attention to detail
- Experience with database management.
- Confidence to suggest and implement process improvements.
- Excellent communication, interpersonal and relationship building skills.
- Must be prepared to work 'unsocial hours', including out of office hours and on weekends / bank- holidays.

Access to suitable transport to meet the needs of the post.

- Demonstrable working proficiency of Microsoft software (Office, Word, Excel & PowerPoint)

ROLES AND RESPONSIBILITIES

- Be responsible for the administrative, planning, and day-to-day operations of the MCU • Provide oversight/support to MCU domestic cricket competitions in support of the Operations Committee and others, where required
- Provide oversight/support for the competition management and live scoring system
- Manage all aspects of the MCU Offices
- Provide team administration support to Munster Heat and MCU Regional Development Programmes (Male and Female)
- Provide logistical match day and event support as required at Munster Interprovincials and other cricket events as required, which may also include travel outside of Ireland
- Support the administration, delivery and management of Coach Education development programmes
- Support the administration, delivery and management of Club Development programmes, including Club Accreditation schemes
- Assist/support local administration of visa eligibility compliance where required.
- Identify and prepare grant funding applications from a variety of sources in conjunction with the MCU staff team
- Provide input to MCU budget planning and management accounts
- Work closely with a wide variety of key stakeholders including players, clubs, committees, sections, Cricket Ireland, Government and its agencies, as well as other relevant non-government & sporting organisations
- Where required support the administrative functions for various MCU Committees, including management of volunteers who assist with those functions
- Monitoring eligibility of players in domestic and pathway competitions to ensure they are qualified/qualifying.
- Develop strategic partnerships with external parties and organisation to further the development of the sport • Any other duties within reason that the MCU Management Board deem necessary

APPLICATION PROCESS

Interested applicants please send your CV with a covering letter detailing how your skills meet the requirements outlined above to recruitment@munstercricket.ie or call CEO, Joseph Moynihan on 085 873 6370 for a confidential discussion.

Please mark the subject of your email 'Cricket Operations Officer'.

Role Advertised: Monday , 21st July 2026

Closing Date for Applications: Monday , 3rd of August 2026

Interviews: Interviews commence in early August