



Operations Manager & Performance Coach

Job Specification





Introduction

Dear Applicant,

Thank you for your interest in joining Tom Flowers Cricket Coaching, I am delighted that you are considering joining our team. As a member of the TFCC team, you play an important role *'to maximise each players potential through hard work, simplicity, and enjoyment'*.

We are seeking to appoint an ambitious, and proactive individual, who can work across our range of services from one-to-one coaching, camps, residentials, academies, clubs, and schools.

The privatised cricket coaching sector is growing year on year, and TFCC have been one of the pioneering companies at the forefront of this growth in the UK. The sector has become far more respected and is now taken seriously within the cricketing world as the go to choice for many county pathway players and indeed county cricket clubs to outsource from.

For further information about us and what we do head to our website, www.tomflowerscricketcoaching.com

Here's wishing you good luck with your application.

Tom Flowers
Director of TFCC Coaching Group LLP

***"To maximise each players potential
through hard work, simplicity,
and enjoyment"***

Working In Partnership With



In Partnership with Nottinghamshire CCC



In Partnership with Northamptonshire CCC



In Partnership with Lincolnshire CCC



In Partnership with University of Nottingham Ladies Cricket Club



OUNDLE
School



LOUGHBOROUGH
Grammar School



desert springs
CRICKET





Overview, History & Aims of TFCC

Tom Flowers Cricket Coaching was set up in 2015 with the aim of bringing high quality cricket coaching to Leicestershire, Rutland, and the East Midlands.

Now into its 9th year, founder of TFCC Tom Flowers, has assembled a highly qualified team that deliver at clubs, schools, and in partnership with county boards across the East Midlands region, all with a passion for one thing – improving local cricket. The first three years saw over 1,000 cricketers gain valuable cricketing experience and knowledge they previously did not have access to, whilst to date TFCC has engaged with well over 15,000 local cricketers young and old.

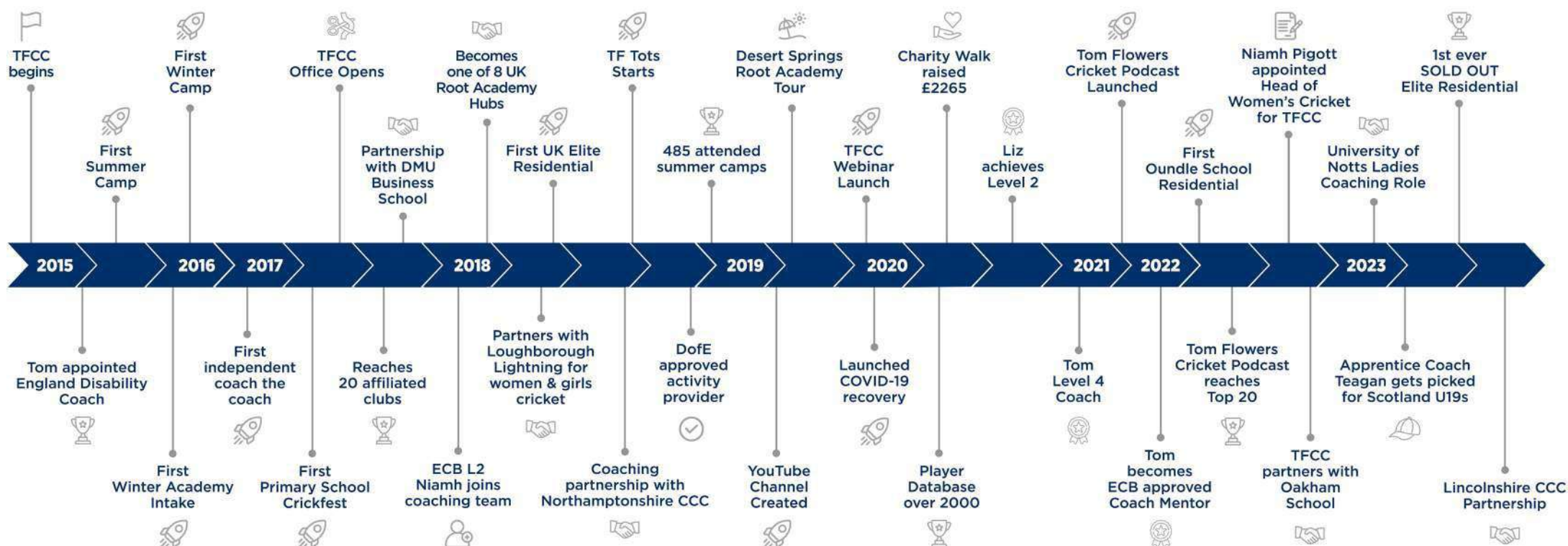
Tom was at Leicestershire CCC as a top order batter, whilst also studying his BSc Degree at Loughborough University. He also played first class cricket & minor counties cricket before making the career change to full time coaching at 22 and becoming Head of Cricket at Clayesmore School, before moving onto Sherborne School. Upon leaving his school coaching role in 2015, 'TFCC' was created. Fast forward to 2023, Tom is now a Level 4 Master coach and also an ECB approved mentor and worked for the ECB for 6 years having been part of various international tours. The TFCC Coaching Group now has a variety of strands to the business, including a cricket centre and equipment and clothing brand.

We are aiming to keep developing the TFCC team, by recruiting high quality individuals, to provide the highest possible quality of both person and coach to the player. We are proud that our coaches have gone on to working as part

of the ECB, first-class county set-ups, and county pathways, women's and disability cricket, and our coaches continue to have exposure to ex-first class and international cricketers both in a coaching capacity and also access to TFCC's extensive coaching network in the UK.

The TFCC team now set out on an exciting new chapter of the story, with various projects, partnerships and new services being offered and delivered across the UK, including our unique UK Elite based residentials, overseas trips and much more.

TIMELINE



TFCC in Numbers

22 Affiliated Clubs

36 camps per year

2500+ customers

Operating across **SIX** counties

Level 4/3 & 2 Coaches

30+ years of combined coaching experience

4.5K+ YouTube Subscribers

Job Description

Job Title	Operations Manager & Performance Coach		
Location	Flexible within Leicestershire, Rutland, Northamptonshire, Lincolnshire. Our Office is LE7 9AE		
Reporting To	Managing Director	Travel Required	YES
Salary	£25,000 - £30,000. Per Annum. Depending On Experience	Position Type	Full Time

MAIN DUTIES

This is a diverse and multifaceted role will require the individual to manage both the operations of the TFCC Group LTD and the businesses that fall within this (Tom Flowers Cricket Coaching, Rutland Cricket Centre, and Bespoke Cricket), whilst also hands on with delivering coaching sessions across a range of services in line with the company coaching philosophy. The role has been separated below into its relevant areas.

Operations

- Manage stock and inventory across the group.
- Produce relevant data on budgets and targets.
- Communicate with Managing Director on income vs targets.
- Day-to-day management of staff including full-time and part-time where relevant.
- Be the first point of contact for part-time coaches, as part of the recruitment process and ongoing communication.
- Review workloads to ensure group wide targets are met.
- Lead on new and ongoing staff CPD (non-cricket)
- Staffing for contract requirements both full and part staff.

- Manage and support ongoing relationships with external key stakeholders.
- Support the Managing Director with business expansion where appropriate.

Coaching

- Be the lead Performance Cricket Coach for TFCC Group LTD
- Lead on one-to-one coaching across a range of players, experience, and ages.
- Lead on senior club sessions.
- Assist on Elite Residential Programs
- Lead / Assist on Camp programmes.

EXPERIENCE

- ESSENTIAL: Delivering club, and or schools' cricket sessions.
- ESSENTIAL: Management of data, including forecasting.
- ESSENTIAL: Working and/or management of a small team.
- ESSENTIAL: Delivering 121 coaching sessions or small group sessions.
- ESSENTIAL: Delivering projects, to agreed timescales, with clear aims.

- DESIRABLE: Experience as a player and/or coach in a county pathway.
- DESIRABLE: Experience of delivering on Chance to Shine projects.
- DESIRABLE: Working with social media platforms, and marketing platforms, including but not limited to; Facebook, Twitter, Instagram, Hootsuite, Mailchimp, Weebly.
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SKILLS AND ABILITIES

- Ability to lead and coach in a range of different environments such as schools, clubs, or on an individual basis.
- Outstanding communication skills, including experience in communicating effectively across varied audiences, both verbally and in writing.
- Ability to present and enthuse.
- Able to build and maintain good relationships with key stakeholders.
- Excellent organisational, planning and project management skills. Able to map out the work stages required and complete them utilising the resources available.
- Ability to interact with employees and volunteers at all levels of the organisation.

PERSONAL QUALITIES

- A passion for cricket and providing a fantastic experience.
- Outgoing and confident, a 'people person' who enjoys establishing new relationships and understanding different perspectives.
- Energy, enthusiasm, and self-motivation
- Innovative and dynamic – a solution first approach. Excellent communication, organization, and planning

skills. Efficient time management and the ability to absorb pressure at peak times of the year.

- Ability to work independently or as part of a team. Computer literate and proficient in Microsoft word, excel, power point and other programmes.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- ESSENTIAL - Level 2 Coaching Certificate
- ESSENTIAL - ECB Enhanced DBS verified.
- ESSENTIAL - Safeguarding Young Cricketers
- ESSENTIAL - First Aid certificated.
- ESSENTIAL - Valid full driving license with the ability to travel independently and use of own car.
- DESIRABLE – Level 3 Coaching Certificate or ability to qualify within the next 12 months.
- DESIRABLE – Educated to degree level. Ideally in Sports but other background of education welcome.

OTHER

- Willingness to work unsocial hours as required. Including bank holidays, and weekends
- This role will require flexibility from the post holder in terms of hours of work. There will be requirements to work both weekends and evenings. However, TFCC is committed to the Wellbeing of its employees and will ensure that there is flexibility.
- This job description outlines the principal accountabilities/ main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the TFCC Group LTD.
- All equipment and clothing to be provided.

HOW TO APPLY

- Please send an email to coaching@tomflowerscricketcoaching.com attaching a CV and covering letter detailing why you would be a good fit for the role.

REFERENCES

- All offers of employment within TFCC Group LTD are subject to the receipt of a minimum of two satisfactory references.
- One of the references must be from your current or most recent employer.

CONDITIONAL OFFER OF APPOINTMENT

- Any offer to a successful candidate will be conditional upon the following:
- Verification of identity.
- Verification of qualifications and professional status. Enhanced DBS
- Verification of the right to work in the UK. Receipt of at least two satisfactory references.
- Satisfactory completion of the probationary period.

BENEFITS

- Expenses
- 28 days annual leave
- Use of the Rutland Cricket Centre
- Contribution towards annual car service

NOTES

Potential candidates with queries not already addressed in this job pack might like to contact Tom Flowers, to have those questions answered. Contact for this should be made via email to coaching@tomflowerscricketcoaching.com

Please note though that this is not a necessary part of the application process and is just to cover the possibility of very specific questions needing to be answered prior to an actual application.

“Every day is a different day here working at TFCC.”