

Job Title: **Cricket Administrator**

Salary: **£17k per annum (if full-time)**

Hours: **Flexible. The role could be 30 or 37 hours per week**

Holiday: **24 days plus bank holidays**

Benefits: **Government backed pension scheme and death in service benefits**

1. Job Description

The post holder will be expected to deliver and achieve in the following areas:

Performance administration

- Administration for all boys, girls and women's performance cricket in Somerset.
 - Collate nominations from schools and clubs across the county.
 - Managing training, fixture, ground and hotel bookings.
 - Communicate clearly and accurately with all players (via parents) and coaches in the pathway throughout the different stages of the year.
 - Gather and collate feedback from those involved in our player pathway twice a year.
- Work very closely with our Performance Head Coach and Women & Girls Head Coach to communicate clearly and meticulously with parents and coaches regarding all aspects of our winter and summer performance programmes.

Sri Lanka tour administration

- Manage all domestic logistics and events directly relating to our annual Sri Lanka tour for age group teams. This includes but is not limited to:
 - Fundraising events and opportunities for players to self-generate funds for the tour.
 - Playing kit for players.
 - Overseeing production of a tour brochure including sourcing of adverts.
 - Logistics of travel to and from UK airport.
 - Point of contact and liaison between players/parents and our Tour Operator (Lions Sports Travel) who manages all operations from UK airport departure to UK airport arrival.

Performance cricket awards and event management

- Operationally manage the logistics of our performance cricket awards evening and other significant events throughout the year.

One to one coaching administration

- Organising our popular One to One coaching programme.
- Market the One to One programme.
- Manage all bookings and payments.
- Manage and update the customer database in accordance with the SCB data protection policy and GDPR.
- Duty Manager of the Centre of Excellence during One to One evening sessions.

Website and technology administration

- Liaise with our staff and stakeholders to produce articles and news stories for somersetcricketboard.co.uk.
- Administer our play-cricket.com account to ensure our performance teams fixtures, results and statistics are accurate and up to date.
- Administrator of our electronic payment accounts. Add, manage and take electronic payments for products and services we offer.

Additional responsibilities

- Centre of Excellence booking administration.
- Administrating applications from clubs and general public for Guard of Honour duties and other events that we run throughout the year.
- The post holder will also support and develop other Somerset Cricket Board priorities at appropriate times throughout the year.

2. Experience/Knowledge, Skills and Attributes required (desirable)

Experience/Knowledge

- Working in a team and independently.
- Managing projects, events and schedules successfully.
- Website content editing.
- Knowledge of recreational and junior performance cricket in Somerset.

Skills

- Excellent IT skills including advanced ability with Word, Excel, Outlook and other Microsoft programmes.
- Excellent written communication skills (good level of English spelling and grammar).
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Establishing and maintaining effective working relationships.
- Ability to plan, organise and prioritise workload to meet deadlines.

Attributes

- A positive, professional, friendly and supportive manner.
- Accuracy and attention to detail.
- Ability to relate and empathise with people.
- Hard working with a can-do attitude.
- Willingness to learn and adapt to an ever-changing environment.
- Ability to maintain a high level of confidentiality and discretion at all times.

Other

- First Aid trained or commitment to do so within three months of commencement of the role.
- Clean ECB DBS vetting check or commitment to undertake prior to commencement of the role.

3. Management of the post

The successful applicant will be employed by the Somerset Cricket Board Ltd and line managed by the SCB Executive Director.

4. General

This Job description only contains principal accountabilities/main duties relating to this post and does not describe in detail all of the duties required to be carried out.

The base for the job will be The Cooper Associates County Ground, Taunton and the remit will be county wide.

The post holder will be expected to work evenings on a regular basis.

If you would like to be considered for this post then please complete the application form and return to:

andy.fairbairn@somersetcricketboard.org

Or post to:

Andy Fairbairn
Executive Director
Somerset Cricket Board
The Cooper Associates County Ground
Taunton
Somerset
TA1 1JT
Tel: 07557 783682

The deadline for applications to be received is Midnight on **Monday 16th July** and the date for interviews at The Cooper Associates County Ground, Taunton is **Friday 27th July**. Applicants must provide evidence of eligibility to work in the United Kingdom.