



## CRICKET ADMINISTRATOR

### JOB DESCRIPTION

**Job Title:** Cricket Administrator

**Hours of work:** 37.5 hours per week

**Reports to:** Devon Cricket Board

**Date Effective:** January 20<sup>th</sup> 2020

**Remuneration:** £17000 (pro rata)

**Contract:** 7 months, Fixed Term (cover for Maternity Leave)

The Devon Cricket Board Ltd wish to appoint a Cricket Administrator (cover for Maternity Leave) to provide clerical and administrative support to the organisation and its professional staff. The successful applicant will play a vital part in the smooth running of operations and the overall success of the organisation.

The role involves both written and oral communication, word processing and typing, and requires IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure.

### JOB PURPOSE & FOCUS

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

#### General office administration

##### *Main activities*

- Dealing with post
- Answering the telephone, taking messages and passing on calls
- Typing and setting up documents such as letters and reports
- Keeping computer records and databases up to date
- Managing staff appointments
- Processing basic financial transactions
- Setting up meetings, booking venues and taking minutes
- Making travel arrangements for staff if required

## **Development and County Age Group administration**

### *Main activities:*

- Undertaking administration for boys and girls Development Cricket and Devon age group (County) cricket
- Working closely with the Development and Devon boys and girl's managers and coaches to communicate clearly and meticulously with parents and players regarding all aspects of the winter and summer performance programmes
- Managing fixture, ground and hotel bookings where necessary
- Manage a payment system for taking parental payments as well as paying coaches, umpires and scorers

## **Coach & Teacher Education course administration**

### *Main activities:*

- Providing all administration for annual Coach and Teacher Education Programmes
- Maintaining an up to date membership database for the Coaches Association
- Liaising with the ECB Coaches Association, undertaking all relevant administration and follow up processes in connection with outstanding subscriptions, DBS etc
- Maintaining, in conjunction with DCB representative, the Coaches Association bank accounts, ensuring correct payments are received and made, reconciling bank accounts on a monthly basis, preparing books for preparation of annual accounts to DCB Representative

## **Website content administration**

### *Main activities*

- Liaising with Devon Cricket staff and stakeholders to produce articles and news stories for [www.devoncricket.co.uk](http://www.devoncricket.co.uk)
- Administering online payments account. Adding and managing sales of products online
- Producing social media content for our Facebook, Twitter and Instagram feeds

## **Additional responsibilities**

- Gathering insight from various programmes and recreational cricket sources to assist in continuous improvement processes
- The post holder will also support and develop other Devon Cricket Board Ltd priorities at appropriate times throughout the year

## **QUALIFICATIONS AND EXPERIENCE**

- Using IT systems and packages, in particular Microsoft Office
- Working as part of a team and on own initiative
- Responding to queries and simple problem solving
- Setting up and maintaining manual and electronic filing systems
- Diary management and appointment booking using manual and computerised Systems
- Practical experience of working in a busy office environment
- Experience of minute taking and accurate recording of meetings
- Ability to demonstrate a methodical, organised and flexible approach to work
- Effective listening, verbal and written communication skills
- Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships
- Ability to plan, organise and prioritise workload to meet deadlines
- Professional approach
- Ability to design and process a wide range of documents, paying attention to detail
- Ability to relate well colleagues, stakeholders and members of the public
- Ability to maintain a high level of confidentiality and discretion at all times

## **Attributes**

- A positive and professional manner
- Commitment to providing a high quality of service
- Professional and friendly manner
- Open minded, down to earth, proactive and bright
- Ability to learn quickly about the business and a willingness to learn.
- Work effectively as a team player
- Ability to remain calm under pressure
- Self motivated

## **Qualifications**

Essential:

5 GCSE's or equivalent, including Mathematics and English at Level C or above.

Desirable:

A level education or equivalent vocational qualifications.

## SUPERVISION AND WORK PLANNING

The Cricket Administrator will work from the Devon Cricket Centre, University of Exeter, Stocker Road, Exeter, Devon Ex4 4QN.

The employee's normal working days will be Monday-Friday and will normally be expected to complete at least 37.5 hours in a week. The employee will not normally be required to work before 9am, however, due to the nature of the work involved in this position, the employee will be required to work some evenings and possibly weekends. The post holder will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

## GENERAL

This job description outlines the principle 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 Devon Cricket Board

If you require further information about this post, please contact Matt Theedom on either 01392 262509 or 07805 554636. If you would like to be considered for this vacancy please complete and send an application form via the secure link on our website.

Matt Theedom  
The Devon Cricket Centre  
University of Exeter  
Stocker Road  
Exeter  
EX4 4QN  
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### Important Dates

- Deadline for applications is midday on **Friday 29<sup>th</sup> November**
- Candidates invited for interview will be contacted via email by Monday 2<sup>nd</sup> December
- Interviews will be held at The Devon Cricket Centre on **Thursday 12<sup>th</sup> December**