



Funding and Facilities Manager

JOB DESCRIPTION

Job Title: Funding and Facilities Manager

Hours of work: 37.5 hours per week

Reports to: Managing Director

Date effective: Autumn 2021

Remuneration: £26,192 - £32,710 (Commensurate with experience)

Contract: Fixed term – 36 months

YOU'LL LOVE THIS JOB IF:

- You have a passion for supporting the recreational game and facilities development
- You're a clear and articulate communicator with an ability to bring people with you on a developmental journey
- You have an unshakable can-do attitude.
- You can work independently and using initiative whilst also contributing to a close-knit team
- You can confidently switch between high level strategy and detailed case work

YOU'LL BE DOING:

- Providing supportive oversight to the Devon Cricket Network to plan and manage small scale grant programmes and identify strategic facilities priorities
- Develop and drive the Devon Cricket Facilities Plan
- Providing technical expertise to the cricket network, including facility design and business planning, to ensure sustainable investment
- Provide bespoke funding advice and support to cricket clubs
- Working with key partners, including Local Authorities, in identified areas to create facility developments at scale
- Supporting the ECB's agreement with Sport England on Planning issues including statutory consultations and Playing Pitch Strategies
- Working collaboratively to ensure joined up investment with the recreational game, working closely with all Leagues and professional staff of Devon Cricket

- Supporting the re-establishment of the Devon Cricket Groundskeepers Association and its ongoing support to the Devon Cricket network
- Supporting the delivery of campaigns and programmes to create a sustainable cricket network in Devon, including but not limited to:
 - Creating welcoming environments for families
 - Transforming facilities for Women and Girls
 - Sustainability
 - Health & Safety
 - Accessibility
 - Security
 - Facilities management

YOU'LL HAVE:

- The ability to take an objective and strategic view of plans
- Experience in project management and an eye for detail enabling you to work accurately and efficiently
- Excellent communication skills, including the ability to work in one-to-one and one-to-many situations with a wide range of people from volunteers to senior management
- Excellent time management
- The ability to negotiate and manage customer expectations
- The ability to use digital systems and tools
- Good working knowledge of:
 - Facilities development
 - Health and safety
 - Business planning
 - The planning system and Sport England policy
 - Sustainability
 - Accessibility
 - Recreational cricket network
 - Local Authorities

YOU'LL RECEIVE:

- Competitive salary based on experience
- 25 days' holiday, plus bank holidays
- Laptop and mobile phone
- Healthcare Plan

- Auto enrolment pension
- Travel expenses

SUPERVISION AND WORK PLANNING:

You will have dedicated office space available to you at The Devon Cricket Centre, University of Exeter, Stocker Road, Exeter, Devon Ex4 4QN.

Your normal working days will be Monday-Friday and you will normally be expected to complete at least 37.5 hours in a week. You will not normally be required to work before 9am, however, due to the nature of the work involved in this position, you will be required to work some evenings and possibly weekends. You will be required to carry out your 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 Ltd.

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
Email: matt.theedom@devoncricket.co.uk

IMPORTANT DATES

- Deadline for applications is **midday Friday September 24th**
- Candidates invited for interview will be contacted via email by **Wednesday September 29th**
- Interviews will be held at The Devon Cricket Centre on **Tuesday October 5th**