

# DEVON CRICKET FOUNDATION

**Job Title:** Competitions Officer

**Hours of Work:** 37.5 hours per week (flexibility considered)

**Reports to:** Operations Executive

**Date Effective:** November 2025

**Salary:** £27,018

**Contract:** Fixed term – 36 months

**Location:** The Devon Cricket Centre, University of Exeter, Stocker Road, Exeter, Devon EX4 4QN

---

## Role Purpose

The Competitions Officer will be responsible for the year-round administration and delivery of junior cricket competitions across Devon. This includes supporting club and school competitions, ensuring competitions are well-organised, accessible, and enjoyable for all participants, and providing a high standard of service to players, parents, coaches, teachers, and club officials.

---

## Key Responsibilities

### Junior Club Competitions

- Oversee administration of the Devon Youth Cricket League (excluding the North Devon Youth League): 1,000+ fixtures for 300+ teams.
- Manage league and cup competitions, including results, draws, and finals days.

### Junior School Competitions

- Coordinate primary school competitions (2 softball, 1 hardball).
- Coordinate secondary school competitions (8 softball, 8 hardball).

### General Competition Administration

- Use Play-Cricket.com to administer all Devon junior competitions.
- Maintain competition rules and playing conditions.
- Create and manage marketing materials and supporting documents.
- Act as the first point of contact for enquiries and complaints.
- Maintain and update junior competition pages on the Devon Cricket website.
- Develop and manage a database of club coaches, managers, and administrators.
- Invoice clubs for entry fees and maintain financial records.

## **Stakeholder Engagement & Events**

- Communicate regularly with stakeholders (clubs, schools, parents, volunteers).
- Arrange and present at forums and meetings with club volunteers.
- Oversee delivery of finals days for all junior competitions.
- Annually review the junior competition framework in Devon.

## **Other Duties**

- Undertake additional duties as directed by the Devon Cricket Foundation.
- 

## **Person Specification**

### **Essential**

- Experience or an understanding using Play-Cricket.com (or equivalent competition administration system).
- Strong organisational and administrative skills with attention to detail.
- Excellent communication skills (written and verbal) with the ability to engage a wide range of stakeholders.
- Understanding of how junior competition frameworks operate effectively.
- Ability to remain calm and professional under pressure.
- Proactive approach with the ability to work independently and as part of a team.
- Flexible approach to working hours (including evenings and weekends when required).
- Commitment to equality, diversity, and inclusion.

### **Desirable**

- Experience of working in a sporting or youth competition environment.
  - Knowledge of cricket structures at grassroots and junior level.
  - Experience in event coordination and delivery.
  - IT literate with confidence in using databases, websites, and marketing tools.
  - Full UK driving licence and access to own transport.
- 

### **Benefits**

- Competitive salary
- 25 days' holiday plus bank holidays
- Laptop provided
- Healthcare plan
- Auto-enrolment pension
- Travel expenses