

Lincolnshire Cricket Ltd
Cricket Administrator

Background:

An opportunity has arisen to join Lincolnshire County Cricket Ltd as a Cricket Administrator. Lincolnshire Cricket is looking for an experienced, enthusiastic administrator to provide support to the Head of Performance and CEO with specific responsibilities around the administration of the organisations performance cricket programmes.

The role will also assist with the upkeep of relevant areas of the company's website in addition to generating engaging social media content from within the area of cricket performance.

The role is broad and varied and reflects the nature of our developing business as a unitary county cricket organisation. You will be able to demonstrate an ability to get things done, to manage a number of different projects and priorities to meet key deadlines and have a flexible attitude to your responsibilities. We are looking for someone who likes a challenge and who would relish the opportunity to work within a professional sporting organisation.

If you require further information please contact Martyn Dobson on 07543 221292. If you would like to be considered for this post, please complete and send the relevant Employment Application Form to martyn.dobson@lincscricket.co.uk

Job Description:

Cricket Administrator

Job Title: Cricket Administrator

Organisation: Lincolnshire County Cricket Ltd

Contract: Permanent, 30 hrs p/w

Responsible to: Head of Performance

Salary: Competitive

Safeguarding Statement:

Lincolnshire County Cricket Ltd is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we

have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Main responsibilities:

- **Administrative support to Lincolnshire Cricket's performance programmes, to include but not limited to:**
 - Lead on all communications to players and parents involved in Lincolnshire Cricket performance programmes.
 - Lead on communication and booking/payment of all venues for indoor/outdoor performance related activity.
 - Oversee and manage the NCCA hotel bookings system for LCCC first XI and Development XI.
 - Oversee and manage the player registration process for LCCC
 - Oversee and administer player expenses relating to NCCA cricket activity.
 - Lead on the ordering and procurement of all performance related equipment as directed by the Head of Performance and the LCCC Head Coach.
 - Lead on all central communications to the performance coaching workforce as directed by the Head of Performance. The cricket administrator will take the lead on processing all claim forms ready for monthly payroll submission.
 - Work in partnership with HoP to develop an annual Master class program that runs in parallel to our performance programme. This will include overseeing the marketing, promotion, venue/coach booking and the customer booking system.

- **Admin support to Lincolnshire Cricket sub group's:**
 - Act as secretary to the Performance sub group working with the Performance Chair to coordinate/facilitate meetings, distribute agenda and take, produce and circulate minutes.
 - Act as minute taker for Recreational & Growth/Participation sub groups. Responsible for taking and circulating minutes to attendees.
 - Act as minute taker for Lincolnshire county wide disciplinary hearings as and when required.

- **Oversee the relationship with clothing provider:**

- Act as the main point of contact and relationship manager between Lincolnshire Cricket and the organisations clothing provider. The specific requirements will vary dependant on future partnership will involve the following:
 - Oversee a tender process
 - Lead on the transition from existing providers to new providers.
 - Work with HoP/LCCC Head Coach and clothing provider to develop new range of Lincolnshire Clothing.
 - Work with the organisations clothing provider to initiate, oversee and maintain online store.
- **Support around Lincolnshire Cricket web site:**
 - Ensure that Performance related content on the Lincolnshire Cricket website is kept up to date.
 - Develop engaging social media content form within the area of performance.
- **General admin support as required to CEO and wider operational team**
 - Provide administrative support to CEO as and when required. Specific responsibilities will change to suit the needs of the business and will be dependent on capacity but are likely to include:
 - Central administration of operational team annual leave.
 - Assist in the facilitating of meetings either online or physical.
 - Support around finances, specifically around payment of invoices.
 - Support in the coordination of events
 - Ordering of office equipment
 - Other administration duties as defined by the CEO
- **Line managed by:**
 - Head of Performance
- **Key Working relationships:**
 - LCCC Head Coach
 - Performance workforce
 - CEO
 - Clothing Provider
 - ECB (performance)/NCCA
 - LC Media & Coms Exec (not yet in post)
- **Location:**

- Predominantly based in Lincoln office however flexibility for some remote working

Qualifications and Experience

Essential

- High levels of energy and enthusiasm and the desire to succeed.
- Experience of creating and sustaining relationships.
- Good programme management skills and ability to prioritise and work to deadlines.
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Effective communicator and the ability to engage with people.
- Ability to work independently and as part of a team.
- Excellent administrative skills.
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes.
- Good attention to detail and an ability to organise.
- Good at juggling tasks and prioritising.
- Be competent on Social Media and understand the importance of marketing to increase exposure.

Desirable

- Be educated to degree level.
- Experience of working in school, club and or community setting.
- Understanding and experience of a variety of Sport Development programmes.