



## Job Description

### Academy and Cricket Administrator Apprentice

<b>Job Role:</b>	Academy and Cricket Administrator Apprentice
<b>Reports to:</b>	Cricket Operations Manager
<b>Job Profile:</b>	To assist the Academy Administrator and Academy Director in the smooth running of the Leicestershire CCC Academy programme (U11s through to U18s). In addition, supporting the Cricket Operations Manager in the day to day administration and support of the professional playing team.
<b>Weekly hours:</b>	A total of 35 hours per week, with flexibility over specific days worked
<b>Location:</b>	Uptonsteel County Ground, Grace Road, Leicester, LE2 8AD

#### Main Duties – Academy Administration:

To learn from and assist the Academy Administrator:

- Produce Academy Scholars' Agreements, using ECB templates, annually in October.
- Ensure all required legal paperwork and forms are completed, returned, and kept up to date. (contact details, medical details, consent forms for PCA, ECB etc.) including list for Academy Players ECB Medical Healthcare scheme.
- Distribute relevant forms to ECB.
- Liaise with Sports Science and Medical Department ensuring all medical correspondence and player records are kept up to date for Academy Scholars.
- Keep Academy Database up to date ensuring compliance with GDPR (approx. 200 players)
- Notify ECB using their template of all new Academy Scholars, annually in October and when any new players are taken on.
- Update and produce Academy Player and Parents Handbook annually in October.
- Ensure coaching staff have up to date First Aid, DBS and Safeguarding certificates.

#### Fixture Programme

- Assist with the set-up of all Academy Fixtures for all age groups

- Sourcing grounds for fixtures not at Uppingham School or Ratcliffe College
- Liaise with Uppingham School and Ratcliffe College regarding forthcoming fixture programme.
- Manage all catering requirements, umpires, scorers etc.
- Book all hotel and coach transport required for away fixtures.

### **Winter Programme**

- Assist with the set-up of the winter training programme
- Sourcing indoor training venues

### **Finance**

- Keep a record of income/expenditure for Academy accounts.  
(Raising purchase orders where necessary)
- Order any equipment required
- Liaise with the Club's kit supplier to order and then distribute all playing and training kit for the Academy players.
- Process fixture expense claims from umpires and scorers and also all expense claims for Academy programmes.
- Monitor incoming payments – reminding where necessary.

### **Main Duties – Cricket Operations:**

- General matchday support for the Cricket Operations Manager
- General non-matchday support for the Cricket Operations Manager including:
- Assisting with administrative tasks in the cricket department
  - Day to day training schedules
  - Hotels & travel
  - Department expense claims
- Learn the ECB player registration administrative process & support
- Assisting with kit
  - Helping with kit ordering
  - Helping to organise when kit arrives
  - Liaising with kit supplier on branding/naming & numbering etc
- Assisting with departmental ordering i.e. stationery, coaching equipment etc
- Assisting with indoor school scheduling and bookings
- Assisting with departmental deliveries and post
- Assisting with player support/player visits/community liaison
- Support the Cricket Operations Manager at departmental meetings as required

### **General Duties:**

- To carry out general office duties such as dealing with enquiries, franking of post etc

### **Person Specification:**

- Interest/knowledge of cricket

- Good IT skills – Word, Excel, Powerpoint, Outlook
- Highly motivated with a willingness to learn and develop
- Good communication skills
- Organised and efficient
- Team player with the ability to work with varied stakeholders

### **To apply:**

Please send a covering letter and Curriculum Vitae to Jacqui Dean, Administration and Governance Manager – [jacquidean@leicestershireccc.co.uk](mailto:jacquidean@leicestershireccc.co.uk)

Closing date: 5.00pm on Friday 27<sup>TH</sup> August 2021

### **Equal Opportunities in Employment Policy Statement**

Leicestershire County Cricket Club will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of Leicestershire County Cricket Club that its work force, at all levels, should reflect the composition of the city's population. To achieve this Leicestershire County Cricket Club will take active and positive steps to eliminate discrimination and to promote equality in employment.