



## Job Description

### Cricket Administration Executive

<b>Job Role:</b>	Cricket Administration Executive
<b>Reports to:</b>	Academy Administrator/Cricket Operations Manager/ Indoor School Manager
<b>Job Profile:</b>	A varied and exciting role supporting the Academy Administrator, Cricket Operations Manager and Indoor School Manager in the smooth running of the club's cricketing activities. The role includes day to day administration to support the cricket department. There will be times during the year that the focus is one or two of the areas only and work will vary depending on workloads.
<b>Weekly hours:</b>	A total of 35 hours per week, with flexibility over specific days worked – some evening work and weekend work required.
<b>Salary:</b>	Based on previous administrative experience
<b>Location:</b>	Uptonsteel County Ground, Grace Road, Leicester, LE2 8AD

#### Main Duties – Academy Administration:

- Produce Academy Scholars' Agreements, using ECB templates, annually in October
- Ensuring record keeping and legal compliance, including the Academy database
- Communication with ECB
- Liaise with Sports Science and Medical Department on correspondence and player records
- Update and produce Academy Player and Parents Handbook annually in October
- Ensure coaching staff have up to date First Aid, DBS and Safeguarding certificates
- Assist with the set-up of all Academy Fixtures for all age groups including sourcing venues, liaising with venues, managing official appointments, catering requirements and logistics
- Assist with the set-up of the winter training programme and sourcing indoor training venues
- Keep a record of income/expenditure, raising purchase orders where necessary
- Process expense claims and monitor incoming payments

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

- General matchday and non-matchday support for the Cricket Operations Manager
- Assisting with administrative tasks including kit & equipment ordering
- Learn the ECB player registration administrative process & support
- Assisting with departmental ordering i.e. stationery, coaching equipment etc
- Assisting with player support & visits
- Assisting with player matters including accommodation, vehicle hire & travel logistics
- Support the Cricket Operations Manager at departmental meetings as required
- Assisting with diary organisation, department communication and deliveries/post

### **Main Duties – Indoor School:**

- To provide administrative support to the Indoor School
- Support the Indoor School Management with account preparation and monitoring
- To assist with managing databases and systems for the Indoor School Programmes, and ensure all data is inputted and up to date

### **General duties:**

- Provide support to all Indoor School Programmes
- Support and administer Running Foxes Winter Coaching Programme
- Support and administer bookings taken for the Grace Road Classroom
- Administer year-round holiday programme, coaching clinics & 1-1 coaching sessions
- Liaise with cricket clubs to book summer camps
- Communicate with LCCC marketing team to promote all LCCC Holiday/Coaching offers

### **Person Specification:**

- Interest/knowledge of cricket helpful but not essential
- 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 – Friday 15<sup>th</sup> April 2022

Interviews: Following week

### **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.