



Administration & Governance Manager

Job Description

Leicestershire County Cricket Club

Fischer County Ground, Grace Road, Leicester, LE2 8AD

Reports to: Chief Executive

Job Purpose:

As part of the senior management team this role ensures best practice corporate governance, internal communication and highly-efficient administrative support throughout the Club.

Key Deliverables:

Work with everyone at the Club to continuously improve, integrate and streamline systems, processes and procedures and ensure slick, professional and efficient service delivery.

Ensure that all policies, processes, procedures, Club Rules and handbooks are always easily-accessible, up-to-date, understood, user-friendly, clear and compliant with current legislation and statutory requirements.

Maintain clear, fully-communicated business continuity plans and risk management registers.

Provide proactive, efficient and reliable administrative support to the CEO and Board including with the production of agenda, action trackers, agreed notes and minutes for all meetings.

Provide proactive administrative support, surveys, mailings and communications to members in preparation for all AGMs, SGMs and Board requirements.

Ensure continuous GDPR compliance and shared understanding throughout the Club as the Club Data Protection Officer, dealing quickly with any access request needs and enquiries.

Implement an agreed action plan to ensure compliance with the ECB County Governance Framework, producing progress reports and recommendations for continuous improvement.

Provide advice, guidance and support to the Club and LCCC in the Community in promoting the spread and achievement of ECB Clubmark accreditation for ensuring that our local clubs are sustainable, well-run and provide safe, rewarding and fulfilling environments for members and participants of all ages.

Ensure an efficient, accurate and consistent approach across the Club for the approval and recording of annual leave, carer leave, additional hours, time of in lieu, sickness absence, etc.

Organise induction training and processing of all new employees and provide support with processing reference requests, CRB checks and payroll preparation.

Ensure co-ordinated training and development throughout the Club and provide support on apprenticeships and work experience arrangements.

Help maintain accurate and up-to-date registers of all contracts, renewal dates and records.

Person Specification

An engaging, inclusive and collaborative team player.

Able to quickly develop, build and maintaining excellent working relationships at all levels.

Highly-organised and a clear thinker able to manage a demanding workload and conflicting priorities with a calm, considered, structured and yet adaptable approach.

Proven track record of providing innovative, high-quality, efficient and reliable administrative and support services in a customer-focused, fast-paced and busy business.

Broad understanding of company law and governance needs for sports -based businesses.

Proven ability to deal with sensitive issues and challenging situations with confidentiality, tact, discretion, diplomacy and balanced judgment.

Excellent written and verbal communication and proven interpersonal and customer service skills across wide-ranging social and cultural backgrounds.

Outstanding accuracy and attention to detail with wide-ranging IT skills (Word, Excel, Outlook, PowerPoint etc).

Due to the nature of the business as one of only 18 first-class cricket clubs, some weekend and evening work will be required as part of this role.

This Job Description is not an exhaustive list of tasks which may be needed but does represent the major duties and responsibilities for the role. Other duties of a broadly similar nature may be needed. Should these other duties become a permanent and major part of the job, they will be included in an updated version.

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.

Salary: Competitive

Closing date for applications: 5pm on Friday, November 6, 2020

Interview dates: TBC

To apply for this role, please send a copy of your CV along with a covering letter to Stadium Manager Sandra Clark at sandraclark@leicestershireccc.co.uk