



## Job Description

**Job Title**                      **Managing Director / Director of Cricket**

Buckinghamshire Cricket Board is the governing body of cricket in Buckinghamshire with the mission

***'To develop and protect the future of cricket by making it the sport of choice in Buckinghamshire'.***

The role of Buckinghamshire Cricket Board is to engage, develop and deliver all ECB National and Local Programmes, to include All Stars Cricket, Cricket World Cup & Club Carnival programmes within the county, working with clubs, schools, coaches and community groups.

### Job Purpose

To provide and deliver the vision, strategy and leadership for Buckinghamshire Cricket Board to be a high performing organisation, supporting and improving cricket participation and performance.

The post holder will be responsible for establishing a sustainable workforce team in order to deliver the strategy.

Active encouragement of Clubs, communities, groups and individuals to access the most appropriate cricket offer and grow sustainable opportunities to nurture their enduring involvement with cricket. Promotion and delivery of the ECB National Programmes through use of effective communication and direct delivery, alongside sharing best practice and providing support and training for our cricket networks.

### Roles & Responsibilities

The individual will have a focus on -

- In conjunction with the Board and ECB, responsible for the development and management of a strategic plan for Bucks Cricket covering
  - Participation & Growth
  - Player Pathway
- Development of KPI's, recording and monitoring
- Responsible for Management of the workforce, delivering the strategy and achievement of the KPI's
  - Territorial Managers
  - Head Coach
  - Administration and Marketing Support
  - Community Coaches
  - Self Employed Coaches
- In conjunction with Territorial Manager develop Club Development strategy
- In conjunction with Territorial Manager develop Schools Cricket Strategy (from Primary to University)
- In conjunction with the Head Coach develop the player pathway strategy
- In conjunction with the Finance Director develop the budget, monitor and report

- Develop a fundraising strategy and implement in conjunction with Administration & Marketing officer

## **Status within the Organisation**

The post holder will be employed on a full-time basis and will attend board meetings.

The Managing Director will report to the Bucks Cricket Board

## **Remuneration**

37.5hrs per week including some evening and weekend work

- Salary £36k - £40k dependent on skills and experience
- Company laptop
- Contributory pension
- Office to client expenses include mileage and subsistence where justified
- 23 days annual leave
- Based at Bucks Cricket Board Office, Whiteleaf Business Centre, Buckingham MK18 1TF and will be required to travel throughout the County

## **Knowledge, Skills & Experience**

### **1. General skills**

- Can create, articulate and deliver a clear and successful vision for cricket in Buckinghamshire
- Has the understanding of school coaching programmes, club cricket and player pathways to enhance all areas of Bucks Cricket
- Strong planning and project management skills
- Ability to think creatively and be innovative
- Ability to lead a team and create successful working partnerships
- Politically sensitive and culturally aware
- Capacity to learn and adapt

### **2. Relationship manager** – Provide strong working partnerships (and where appropriate, signed MOUs) with ECB South-Central Regional Team, ECB Talent Team, Buckinghamshire CCC, First Class County Academies, Girls Regional Development Centres, Bucks Cricket Clubs and Schools

- Drive and determination
- Proactive individual capable of engaging stakeholders to deliver high quality provision
- Active listening and interpersonal skills
- Influencing
- Excellent communicator
- Working relationships with Volunteers

### **3. Administration** – this person will have the ability to organise and implement complex programs of delivery, management and recording of key data.

- Strong ICT skills
- Communication and excellent ability with the spoken and written word
- Ability to implement agreed project plans
- Record and analyse statistical data to report to key partners

### **4. Other**

- Ability to travel independently and use of own car

- Hold an ECB DBS certificate, First Aid and Child Protection Trained
- Ability to work flexible hours, including extensive weekday evening work and occasional weekends
- Business manager who can think strategically and project manager

### **Key Relationships**

- Chairman of Board (line manager) and Buckinghamshire CB staff
- Cricket Clubs
- Schools & SGO's (School Games Organisers)
- Volunteer workforce and other sports related organisations (national and local)
- Community Groups
- Bucks Youth Cricket Trust, Northants CCC / MK
- BBO partnership, Leagues
- ECB Regional and National colleagues
- Chance to Shine

If you would like to be considered for this post, please send your CV, along with a covering letter detailing why you feel you are a suitable candidate for this vacancy.

Please send these to Stuart Beck via the email address below by 17<sup>nd</sup> October 2018

Interviews will take place between 19<sup>th</sup> & 22<sup>nd</sup> October 2018

Stuart Beck

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