



## Job Description

**Job Title**                      **Administration & Marketing Support**

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 the administrative support that makes our primary functions – clubs, schools and the player pathway deliver to a high standard and the skills to increase what we do through fundraising and marketing.

### **Roles & Responsibilities**

The individual will have a focus on -

- Supporting the MD with all communications including Website, Social Media and Newsletters
- Supporting the Territorial Managers with facilitating and monitoring of CVENT & VIEWS
- Supporting the TMs in organising and delivering club CPD events, Handling Enquiries
- Supporting the TMs in organising and delivering Youth club competitions
- Supporting the Head Coach in organisation and administration of pathway programmes including CAG fixtures, squad training session

### **Status within the Organisation**

The post holder will be employed for approximately 2.5 days per week (c20 hours) basis.

Their line manager will be the Managing Director

## **Remuneration**

- Salary Pro Rata £23k - £25k pa (dependent on skills and experience)
- Contributory pension
- Office to client expenses include mileage and subsistence where justified
- 28 days annual leave including Bank Holidays (Pro rata)
- 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**

- Ability to plan and coordinate activity within a busy office
- Experience of working as part of a team
- Ability to think creatively and be innovative
- Politically sensitive and culturally aware
- Capacity to learn and adapt
- Ability to work independently and as part of a team

### **2. Relationship manager** - dealing with a wide variety of stakeholders and volunteers from very different backgrounds: -

- Drive and determination
- 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
- Understanding of direct marketing support & experience in this area
- 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 (Preferred)

## **Key Relationships**

- Managing Director (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
- Leagues
- ECB Regional and National colleagues

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 17th October 2018

Interviews will take place 24<sup>th</sup> & 25th October 2018

Stuart Beck

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