

SHROPSHIRE CRICKET BOARD LIMITED

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Wrekin College Cricket Pavilion, Roslyn Road, Wellington, TF1 3BH
Office telephone: **01952 256202**
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JOB ROLE AND MAIN DUTIES

JOB DESCRIPTION	Cricket Development Administrator
REPORTS TO	Lead Officer
LOCATION	SCB Offices, C/O Wrekin College, Roslyn Road, Wellington, TF1 3AX
HOURS OF WORKING	F/T 37 ½ hours per week exact working pattern to be agreed with Line Manager

MAIN PURPOSE OF JOB:

To work in supporting growth within the game in Shropshire through ensuring efficient communication, processing, and secure management of data and information.

Office Operations:

- Overseeing daily administrative activities.
- Coordinating office supplies, equipment, and maintenance.
- Organizing and scheduling meetings and appointments.

Communication:

- Answering and directing phone calls.
- Managing correspondence (emails, letters, packages).
- Acting as a point of contact for internal and external stakeholders.

Documentation and Record-Keeping:

- Maintaining office records, filing systems, and databases.
- Handling confidential and sensitive information with discretion.

Financial Administration:

- Assisting with budgeting and financial reporting.

Support to Staff:

- Assisting with new employee onboarding and training, incl maintenance of training matrices.
- Providing administrative support to other staff members in particular, Safeguarding, County Pathway, Women and Girls, Community, Recreational Cricket and others as needed.

Office Coordination:

- Ensuring the office environment is organized and presentable.
- Planning and coordinating events, meetings, and conferences.

IT and Technical Support:

- Assisting with basic IT and tech support tasks.
- Coordinating with external IT support when necessary.

Registered in England and Wales

Company Registration Number: **7756164**

Registered Charity Number: **1148878**

The names of the directors are available from the registered office

MAIN RESPONSIBILITIES AND DUTIES

- Supporting **Coach Education and Pathway Manager** with preparation of courses and programme of events. Arranging venues, logging applications, ensuring Cvent and CRM are up to date. To liaise with **Finance Officer** to ensure costs are recovered – Cvent or Invoice.
- To support Pathway with administration of SPOND app. Ensuring timely and accurate delivery of communications.
- Booking of venues and accommodation.
- Support **Lead Officer** with Club Development and County Grants Fund
- Responsible for the overall administration of Cricket Shropshire activities and communications to the cricket network.
- Maintaining the KPI's for bi-monthly Board Meetings
- Maintaining CPA Portal
- Creating
- Working with the **Press and Publicity Officer** to ensure websites, social media are up to date, have regular features and stories broadcast.
- To administer Junior and Midweek Leagues, to include management of Play Cricket, communications to clubs and the organisation of the purchasing and distribution of trophies/medals.
- Ensure a record is maintained for the perpetual trophies
- Supporting Coaching in the community and working with **Communities Officer**
- To support **Women & Girls Officer** in organising taster sessions, competitions, festivals Summer and Winter Leagues
- To support in the organising of Indoor Leagues during the Winter.
- Working closely with **County Safeguarding Officer** covering all digital requirements.
- To co-ordinate and lead on Awards and recognition events, which would include venue bookings, attendee bookings, selection and ordering of awards. Working with **Finance Officer** to ensure cost effective.

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JOB ROLE REQUIREMENTS	<p>Working hours – 8.30 until 4.30pm Mon – Fri but exact working pattern may require some out of hours working based on business needs. The role is at the heart of the organisation and connects the various work streams within the organisation.</p> <p>The success and growth of our business is based on making the case for equitable opportunities within our sport and growing the game for cricketers from the most disadvantaged and underrepresented groups at county level.</p> <p>This is a key role to support our drive for inclusion and diversity and create a more equitable offer for our customers.</p> <p>Skills/qualifications:</p> <p>Skills: Strong Organizational Abilities: Managing multiple tasks and events simultaneously. Excellent Communication: Interacting with staff, coaches, sponsors, and the public. Interpersonal Skills: Building and maintaining relationships. Time Management: Efficiently handling multiple requirements and deadlines. Financial Management: Experience in budgeting and managing funds. Marketing and Promotional Skills: Promoting events and programmes. Problem-Solving: Addressing and resolving issues that arise. Customer Service: Ensuring a positive experience for all stakeholders. Flexibility and Adaptability: Adjusting to changing situations and needs. Capacity to learn and adapt Ability to use Microsoft Office, Facebook, Instagram, X, Mentimeter, SPOND, awareness of WordPress.</p> <p>Personal skills: Independent thinker with no limitations. Tenacious and driven individual Team working and personal impact. Negotiation and communication skills</p> <p>Qualifications - Desirable: In sports administration, business studies, or a related field. Experience: Prior experience in sports administration or related roles. Professional Certifications: Such as NVQs/SVQs at Levels 3 and 4. Volunteer Work: Gained practical experience in the field. Current ECB DBS First Aid qualification Any coaching qualification, if not, will be willing to participate in. Any experience working in safeguarding.</p> <p>Clean driving licence – essential</p>
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GENERAL STATEMENT	The above responsibilities and duties do not include or define all tasks which may be required to be undertaken by the postholder. The responsibilities and duties may vary without changing the general character of the level of responsibility and duties involved.
HEALTH AND SAFETY AT WORK	The Health and Safety at Work Act states 'it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
CONDITIONS	Working hours are flexible and will be managed with your line manager. 28 days holiday including statutory. Additional Board discretionary holidays at Christmas.
SALARY	Competitive based on experience

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