

Vacancy: Cricket Operations Administrator Glamorgan County Cricket Club

Job Title:	Cricket Operations Administrator
Role:	Full Time position (37.5 hours per week): Permanent
Position:	
Salary:	£22,000 - £24,000
Hours of work:	Flexible
Location:	Glamorgan County Cricket Club, Sophia Gardens, Cardiff, CF11 9XR
Closing date for applications:	3rd December 2021

Job Description

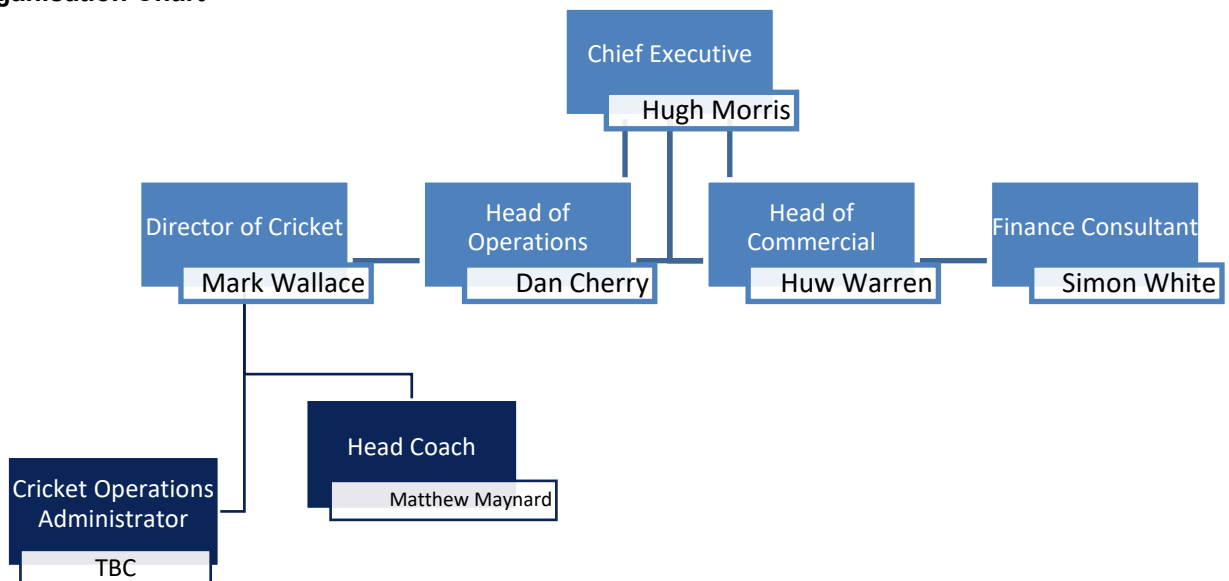
Position:	Cricket Operations Administrator
Department:	Cricket
Accountable to:	Director of Cricket

1. Job Summary

The Cricket Operations Administrator is responsible for working alongside the Director of Cricket to assist with the management of all cricket operations relating to the Glamorgan CCC teams on a daily basis.

The post holder will be responsible for the management of a number of operational areas and will be a key member of the Cricket Department. They will lead the co-ordination of cricket operational planning with other departments and stakeholders so that Glamorgan CCC delivers all its cricket operations in an efficient and timely manner.

2. Organisation Chart



3. Key Responsibilities

- To liaise with the Operations Department and assist with the organisation of cricket operations for the ECB/ Teams and Officials during all International Matches staged at Sophia Gardens
- To manage all logistics for all Glamorgan CCC teams for their domestic cricket programmes to include pre-season, transport, travel, expenses and accommodation
- To manage the contractual obligations of Glamorgan CCC overseas players including the provision of appropriate accommodation, cars, flights and Visas
- To manage the annual fixture schedules for all Glamorgan CCC teams including the confirmation of venues and associated logistics with the host venues and ECB
- To manage the administration of all matters relating to the registration, visa regulations and work permits for all Glamorgan CCC players/coaches
- To assist the Director of Cricket with the preparation and completion of player contracts
- To manage the procurement and distribution of clothing and equipment to Glamorgan CCC players, coaches and support staff
- To attend ECB cricket operations meetings on behalf of Glamorgan CCC
- Ensure that all captains match reports are completed and returned to the ECB in a timely manner
- To liaise with the Finance Department on player matters including player expenses, subsistence and player related performance pay
- Manage the process for company vehicles used by players and support staff – kit van, player cars etc.
- To manage player whereabouts and update relevant departments when Indoor School is in use – using relevant internal systems etc.
- Employ and manage the Dressing Room attendant on a seasonal basis for Domestic cricket
- To assist with the operational planning and preparation for hosting cricket and other events at the Sophia Gardens and associated out-grounds including the preparation of facilities in conjunction with other departments and stakeholders
- Liaise with and support all other departments who require cricket operational assistance
- To keep all records and essential paperwork up to date
- Liaise closely with the Director of Cricket at all times and be prepared to undertake any other related duties
- Be prepared to work as required on delivery of Welsh fire team operations for the Hundred.

4. Nature and Scope of Job

A. Job Context:

The Cricket Operations Administrator is charged with working closely with the Director of Cricket to deliver the Cricket Operations, in a cost-effective way, to high standards

B. Working Relationships:

- CEO
- Director of Cricket
- Senior Management Team
- Glamorgan CCC Head Coach
- Glamorgan CCC Players, Coaches and Support Staff
- Head of Operations and Operations Department staff
- Head Groundsman
- Glamorgan CCC staff
- ECB and ICC
- Cricket Wales and other cricket bodies
- Suppliers and Contractors
- Box holders, Sponsors and commercial partners
- Media and Broadcast partners
- Glamorgan CCC Board and members
- General public

5. Knowledge, Skills and Experience

Essential:

- Credible administration experience in a similar role
- An understanding and operational experience of high-performance sport
- Ability to motivate and influence individuals and teams
- Experience in managing against a financial budget
- Negotiation and management of supplier contracts
- Resilience and energy to operate in a challenging and high-profile working environment
- Proven ability to operate with professionalism and integrity in challenging situations
- Exceptional planning, coordination, and organisational skills
- Self-motivated with the ability to work independently or as part of a team
- Good interpersonal, written, and verbal communication and influencing skills
- Self-contained operator with excellent computer/IT literacy skills
- A good timekeeper willing to work long hours, weekends and bank holidays due to the nature of the job
- Strong disciplinary skills
- Driver's Licence

Desirable:

- Experience of working within a multi-event facility, preferably within the Sporting Environment

6. Personal Attributes

The Cricket Operations Administrator will be a highly credible, determined clear thinking and articulate individual with:

- High standards of personal and professional integrity
- Huge levels of energy and enthusiasm
- Openness and resilience and willing to learn from others
- Honesty, tact, and a strong will to succeed
- An appetite to constantly seek improvement in all aspects of their work

This job description is only a summary of the role as it currently exists and is not exhaustive or comprehensive. The responsibilities and accountabilities might differ from those outlined and other duties, as assigned, might be part of the job.

Benefits: Contributory pension scheme; life insurance; free staff parking

Application Process

Please submit your tailored CV, together with a covering letter to **Tracy Cox HR Manager** at Tracy.Cox@glamorgancricket.co.uk

Closing date of applications **Friday 3rd December at 5pm**, Interviews will take place week commencing 10th/17th December