



Operations Administrator – Pathway & Participation

Job Description





Bucks Cricket: Operations Administrator – Pathway & Participation

CONTRACT TYPE Part-time, c. 18-25hrs per week (option to suit candidate), permanent.

SALARY £12,000 p.a. for 18hrs per week, up to £16,666 for 25hrs per week (pro-rata of £25,000)

WORKING DAYS Fridays and ideally some hours on a Monday and Tuesday, flexible on hours per day and other days worked. Occasional weekend work to support running of an event.

REPORTS TO Operations Manager – Rachel Hudson

LOCATION Home-based with team collaboration days held weekly in Aylesbury or Milton Keynes.

JOB PURPOSE

To support the Bucks Cricket staff with the organisation and administration of the programmes delivered to make cricket inclusive, enjoyable and accessible to all. The successful applicant will play a vital part in the smooth running of operations and the overall success of the organisation.

ROLE AND RESPONSIBILITIES

Administrative tasks to include, but not limited to:

- Pathway programme management (venue booking, Spond App updates, parent comms, registrations, umpire appointments) [staff lead: JS]
- Urban Community Programmes management (venue, tutors, registrations, email dissemination) [staff lead: EBH] – includes:
 - ECB National Programmes (bursaries), Women’s Hubs, Walking Cricket
- Chance to Shine and Lord’s Taverners– administration of the online CtS Portal, Upshot portal, registrations – updating Spond app and venue bookings for:
 - Street Cricket, Primary Schools, Super 1s
- Keep internal *Sessions.xls* spreadsheet updated with activity
- Supporting Showcase Events (summer) with administrative support and on-day organisation

Full training on systems and processes will be provided.

General:

- To carry out tasks in a timely, accurate and high-quality manner
- Maintain close working relationships with all Bucks Cricket staff and uphold the organisation’s values
- Attend events, presentations and meetings which may involve occasional out-of-hours work (evenings, weekends and bank holidays)
- Any other reasonable additional and related duties as requested by the CEO or Head of Participation

Key Working Relationships:

- Operations Manager (Rachel Hudson)
- Player Pathway Manager (James Savory)
- Head of Participation (Emma Boswell-Harris)
- Club Development and Safeguarding Officer (Harry Gadsby)



- Inclusion Manager (Samina Mehrab)
- MK Cricket City Manager (Nauman Javaid)
- MK Development Officer – Schools (George Morris)
- Bucks Schools & Coach Development Officer (Joe Rance)

PERSON SPECIFICATION

- High standard of administrative skills
- Organised individual who recognises the importance of structure and planning
- Adaptable and flexible to changes in circumstances
- Excellent written and verbal communication skills
- Strong knowledge and confident use of Microsoft Office applications, including Word, Excel and Outlook
- Proven ability to build and maintain strong relationships with customers and stakeholders
- Collaborative and team-oriented working style
- Positive, proactive, and can-do attitude
- Skilled at managing conflicting priorities while remaining tactful, diplomatic, and maintaining confidentiality

EMPLOYER POLICIES

- Pro-rata of 25 days annual leave – 20 chosen by employee and 5 days at/between Christmas and New Year - and the 8 Bank Holidays
- 45p per mile expenses (from nearest Bucks Cricket Club if based outside the county)
- Employer contribution 5% pension scheme
- Laptop provided
- Hybrid/flexible working – whole staff meet in-person weekly or fortnightly in MK or Aylesbury

ABOUT BUCKS CRICKET CIO

Bucks Cricket is a Charitable Incorporated Organisation and one of 20 *National County* Cricket Boards. We aim to increase access to cricket, develop talent and promote cricket and Cricket Clubs in Buckinghamshire.

- Clubs - 98 affiliated Clubs, 54 Junior sections, 2400 participants in National Programmes
- County, Regional and MCCF Pathway U10-U18 (590 Boys & Girls)
- Men's, Women's and Disability County representative teams
- Inclusion Hubs – 9 Street Cricket and 4 Disability hubs
- Schools Coaching and Competitions