



Operations Administrator - Participation

Candidate Brief





Bucks Cricket: Operations Administrator - Participation

CONTRACT TYPE Part-time, c. 18hrs per week, permanent.

SALARY Pro-rata of £25,000, e.g. £12,000p.a. if 18hrs per week

REPORTS TO Head of Participation – Emma Boswell-Harris.

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.

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

Our Values:

- Every cricket participant matters
- Enjoyment and fostering a love of the game
- Collaborative culture to make cricket a game for everyone

ROLE AND RESPONSIBILITIES

Administrative tasks to include, but not limited to:

- Bucks Cricket Staff database and safeguarding compliance
- Course Management (venue, registrations etc), inc. 1st Aid, Safehands, Young Leaders
- ECB National Programmes – Bursary programme management, Clubspark checklists
- Schools – booking Clubs for festivals, internal Chance to Shine monitoring, portal updates
- Keeping internal *Sessions* spreadsheet updated with participation activity
- Street - updating Street Cricket data on the portal
- Clubs - Cricket Collective Awards, Get Set Weekend

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 shared values
- Attend events, presentations and meetings which may involve occasional some 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:

- Head of Participation (Emma Boswell-Harris)
- Club Development and Safeguarding Officer
- MK Cricket City Manager
- MK Development Officer - Schools
- Bucks Schools & Coach Development Officer
- Operations Manager - Pathway

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



HOW TO APPLY

Please submit the following to admin@bucks cricket.co.uk by 7pm on Sunday 30th November

1. APPLICATION FORM – downloaded from bucks cricket.co.uk
2. COVER LETTER (describing what you would bring to the role)
3. CV

Interviews are planned to take place w/c 8th December.

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity and relevant qualifications
- Disclosure and Barring Service (DBS) check
- Verification of the right to work in the UK
- Receipt of two satisfactory references including current/most recent employer