Facilities Development and Operations Manager

Bucks Cricket CIO
Candidate Brief

















Bucks Cricket CIO

Job Title: Facilities Development and Operations Manager

Salary: £33,000-£38,000 (pro rata for part-time hours)

Contract Type: Permanent, 3-5 days per week, with flexible working arrangements considered. Some evening and weekend work will be required.

Location: Hybrid – with regular travel across Buckinghamshire and Milton Keynes.

Role Purpose

Lead Bucks Cricket's facility projects and support clubs to improve their facilities.

Key Responsibilities

Major Project Facility Development

- Build strong relationships with Councils and ECB, agreeing leases, investment and shared responsibilities
- Coordinate projects through to opening, managing budgets, advisers, contractors and risks
- Establish partnerships, grants, investment and business plans for shared use, year-round usage for a financially sustainable operation

Site Operations

- Manage day-to-day operations, line managing Grounds Managers and other operational staff, including apprentices
- Manage budgets, bookings, events and partner sub-letting agreements to achieve financial sustainability
- Grow participation and facility use through clubs, schools, community partners and Bucks Cricket programmes – leading decision making processes with impartiality
- Keep sites safe, secure, accessible and welcoming, with appropriate safeguarding and health and safety arrangements

Club facilities and funding

- Lead the county facility plan, supporting projects that meet demand and improve access for women and girls, disabled people and underserved communities
- Manage delivery of the ECB County Grants Fund, Grass Pitch Improvement Fund and successor schemes, supporting applications and monitoring delivery, claims and outcomes in line with ECB requirements
- Work with Councils on new pitches, leases, Playing Pitch Strategies and protecting and improving existing facilities
- Manage the County Pitch Advisors to support clubs with pitch quality, grounds maintenance and access to training and advice

Person Specification

Essential

- Experience managing projects or services, budgets and deadlines
- Adaptable and able to align to Bucks Cricket strategy
- Ability to work independently, use initiative and solve practical problems
- Strong relationship builder, clear communication, good organisation and confidence using digital systems
- Commitment to inclusive community sport, particularly women and girls' sport, safeguarding and safe working
- Ability to travel regularly across Buckinghamshire and Milton Keynes

Desirable

- Experience in facility development, venue operations or community projects
- Experience securing funding, managing grants or developing business plans
- Experience working with councils, leases, planning or partnership projects
- Knowledge of cricket facilities, ECB funding and the club network

We welcome applicants with transferable skills from other sectors and do not expect candidates to have experience in every area of the role.

Personal Attributes

- Integrity and impartiality
- Calm and balanced decision-making
- Strong listening and mediation skills
- Passion for creating safe, inclusive, and enjoyable cricket environments

Application Process

Please submit the following to kimberley.keegan@buckscricket.uk by end of day on Sunday 8th November.

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

Interviews are planned to take place in the week on Thursday 19th November near Aylesbury.

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