



CRICKET OPERATIONS & ADMINISTRATION MANAGER

Role Description

Job Title: Operations & Administration Manager

Position Tenure: Fixed term Full-time Contract (8 months - possibility of extension subject to funding)

Primary Position Location: Northern Cricket Union Office, Belfast

Annual Salary: £24,000

Annual Leave: 20 days per annum plus statutory bank holidays

Reporting to: Northern Cricket Union General Manager

About the Northern Cricket Union

Job Purpose:

The primary objective of the Cricket Operations & Administration Manager is to take forward the implementation of the Provincial Union's Operations and the effective and efficient implementation of the Union's day-to-day business. The role will assist the delivery of key objectives contained within the Northern Cricket Union Strategic Plan, particularly in relation to the smooth running of the organisation's cricket and technical operations and satisfy compliance procedures and protocols as laid down by the Northern Cricket Union (NCU), relevant funding bodies and Cricket Ireland (CI).

SKILL & EXPERIENCE REQUIREMENTS

- Third level degree in a related area, MBA is an advantage; (Sports or Recreational & Leisure Management etc.).
OR
- 3+ years' experience in a similar cricket or sporting role; preferably managing teams or administrative.
- Must be prepared to work 'unsocial hours', including out of office hours and on weekends / bank- holidays.
- Access to suitable transport to meet the needs of the post.
- Strong administrative and organisational skills and good attention to detail
- Experience with database management.
- Confidence to suggest and implement process improvements.
- Excellent communication, interpersonal and relationship building skills.
- A thorough knowledge and interest in cricket, particularly rules, regulations and policies associated with provincial and domestic cricket is recommended for this role.
- Demonstrable working proficiency of Microsoft software (Office, Word, Excel & PowerPoint)

ROLES AND RESPONSIBILITIES

- Be responsible for the administrative, planning, and day-to-day operations of the NCU
- Provide oversight/support to NCU domestic cricket competitions in support of the Competitions Committee and others, where required
- Provide oversight/support for the competition management and live scoring system
- Manage all aspects of the NCU Offices
- Provide team administration support to Northern Knights, Emerging Knights and NCU Regional Development Programmes (Male and Female)
- Provide logistical match day and event support as required at Northern Knights matches, Emerging Knights matches, Youth Interprovincials and other cricket events as required, which may also include travel outside NI
- Support the administration, delivery and management of Coach Education development programmes



- Support the administration, delivery and management of Club Development programmes, including Club Accreditation schemes
- Assist/support local administration of visa eligibility compliance where required.
- Identify and prepare grant funding applications from a variety of sources in conjunction with the NCU staff team
- Administer the NCU Club Facilities Grant Scheme
- Provide input to NCU budget planning and management accounts
- Work closely with a wide variety of key stakeholders including players, clubs, committees, sections, Cricket Ireland, Government and its agencies, as well as other relevant non-government & sporting organisations
- Where required support the administrative functions for various NCU Committees, including management of volunteers who assist with those functions
- Develop strategic partnerships with external parties and organisation to further the development of the sport
- Any other duties within reason that the NCU Management Board deem necessary

APPLICATION PROCESS

Interested applicants please send your CV with a covering letter detailing how their skills meet the skills and experience requirements outlined above to angela.platt@ncucricket.org or call 07713 512315 for a confidential discussion.

Please mark the subject of your mail 'Operations & Administrative Manager'. The closing date for applications is Tuesday 27th March 2018. Subsequent interviews for the role will then take place in early April 2018.