



# Job Description and Person Specification

<b>Job Title</b>	Domestic Competition Administrator
<b>Primary Place of Work</b>	Northern Cricket Union, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast
<b>Status</b>	24 hours per week (3 days)
<b>Hours of Work</b>	Variable – with potential commitments at evenings and weekends
<b>Report To</b>	NCU Chief Executive
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• NCU Chief Executive</li><li>• NCU Domestic Directorate</li><li>• NCU Cricket Operations and Talent Pathway Manager</li><li>• NCU Marketing, Comms and PR Officer</li><li>• Local Clubs</li><li>• Cricket Ireland Operations and Competitions Staff</li><li>• Commercial Partners and Sponsors</li></ul>
<b>Remuneration</b>	£24000.00 per annum (pro rata based on a 40-hour week)
<b>Start Date</b>	October 2023
<b>Contract Duration</b>	Permanent

## Overall Purpose of Job

The Northern Cricket Union (NCU) is the Governing Body for cricket in part of Northern Ireland and the province of Ulster. The NCU delivers numerous competitions for a wide range of abilities and a wide range of cricket development opportunities. The purpose of this role is to organise and manage the various competitions that take place to ensure success, fairness, and a positive experience for everyone involved.

## Main Responsibilities/Description of Duties

The Domestic Competition Administrator will coordinate and oversee the planning and execution of domestic cricket competitions. This includes:

- Leading the NCU Competitions Committee in line with guidance from the Domestic Directorate.
- Developing competition schedules and fixture arrangements.
- Managing venues and logistical arrangements for matches (competition finals) and events where required.
- Oversee the accurate recording and publication of match results, player statistics and performance data to provide valuable insights and information for teams, officials, and fans.
- Enforcing competition rules.
- Collaborating with teams and officials to ensure smooth operations.
- Effective communication with stakeholders including clubs, players, NIACUS and sponsors.
- Handling player registration and eligibility processes.
- Managing club starring process.
- Providing guidance and assistance to the marketing team in the creation of promotional materials and publication of information in relation to matches and events.
- Monitoring and reporting on the performance of the competitions and suggesting improvements.

## Administration

- To maintain accurate and up to date records of all club and school competitions.
- Prepare written and oral reports and presentations as necessary relating to competitions.
- Assisting the Finance Office with budget preparation and financial management related to competition expenses.

Northern Cricket Union, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA  
T: +44 (0) 2890522664 | E: [cricketoffice@ncucricket.org](mailto:cricketoffice@ncucricket.org) | W: [northerncricketunion.org](http://northerncricketunion.org)

The Northern Cricket Union of Ireland is a Company Limited by Guarantee registered in Northern Ireland (Company Number NI649724), and a Charity registered with the Charity Commission for Northern Ireland (Charity Number NIC106791) having its registered office at The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA, Northern Ireland.



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## General

- Act as an ambassador/advocate for the NCU's Strategy and actively promote the objectives contained within.
  - Comply with and actively promote the NCU's policies and procedures on all aspects of equality.
  - Ensure full compliance with health and safety requirements and legislation in accordance with the NCU policies and procedures.
  - Ensure full compliance with safeguarding requirements in accordance with NCU policies and procedures.
  - To attend relevant NCU staff meetings and Cricket Ireland meetings, as required.
  - To attend appropriate meetings as directed by the NCU Chief Executive.
  - To attend training courses as required by the NCU.
  - Any other duties as may be allocated from time to time in accordance with the general nature of the post.
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## Person Specification

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### Essential:

- A minimum of two years demonstratable experience of competition management or administration.
  - Strong knowledge of cricket rules, formats, and competition structures.
  - Proficiency in using software for scheduling of matches and data management.
  - Competent user of Microsoft Office in particular Excel.
  - Ability to manage multiple projects simultaneously.
  - Ability to work a flexible schedule including evenings and weekends when required.
  - Full and current driving license and access to a car for business purposes.
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### Desirable:

- Understanding of NCU structures, competition and event schedules, leagues, and cups.
  - A working knowledge of website management software (eg: WordPress).
  - A working knowledge of membership registration systems. Knowledge of using Gameday whilst not essential would be a distinct advantage.
  - Experience in using NVPlay for scheduling of matches and data management.
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## Application Process

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Shortlisting will be undertaken using only the information which is provided at the time of application. Applicants should forward their CV together with a covering letter outlining how their experience, using clear and specific examples, meets the criteria in each of the areas of the person specification to Patrick Grimes, NCU Chief Executive, via email to [patrick.grimes@ncucricket.org](mailto:patrick.grimes@ncucricket.org) or via post to NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA. Please mark the subject of your email 'Domestic Competition Administrator'.

The closing date for applications is 5pm on Friday 29 September 2023. Applicants should note that subsequent interviews for the role will then take place during the week commencing Monday 2 October 2023.

*The NCU is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.*

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