



Job Description and Person Specification

Job Title	Events Coordinator
Primary Place of Work	Northern Cricket Union, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast
Status	25 hours per week
Hours of Work	Typically, Monday to Friday 09:00 to 15:00, but may require some evening and weekend work.
Report To	NCU Chief Executive
Key Relationships	<ul style="list-style-type: none">• NCU Chief Executive• NCU Cricket Operations and Talent Pathway Manager• NCU Talent Team• NCU Development Team• NCU Marketing, Comms and PR Officer• NCU Commercial Partners
Remuneration	Role will be paid at National Minimum Wage relevant to age
Start Date	TBC, but it is hoped as soon as possible
Contract Duration	These roles are offered as part of the DfC JobStart programme for an initial 6-month period with the possibility of extension.

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 events and competitions for a wide range of abilities and a wide range of cricket development opportunities.

The purpose of this role is to coordinate and deliver a successful programme of events across the NCU. Ensuring effective relationship management with volunteers, suppliers, sponsors, partners, funders and other key stakeholders to deliver high quality events to our member clubs and their members.

Main Responsibilities/Description of Duties

To plan and deliver cricket related events - including some which are for NCU representative teams and others which are 'national' events. Manage all operations related to event delivery - including but not limited to, all pre-event planning, on the day event delivery, and post-event review and future development. Create and maintain relationships with external suppliers - including venue contacts, sub-contractors, professional services, and any other providers.

Undertake all event administration, including:

- Creating, monitoring, and progressing event delivery plans to ensure timely decision making and delivery of excellent events for the NCU.
- Timely preparation and publication of all event information on the website in collaboration with the Marketing Team.
- Work with the Competitions Administrator(s) to ensure entries are received and processed efficiently, ensuring that sufficient time is allowed for all pre-event draws/seeding is undertaken prior to information being published.
- Develop individual event planning and risk management documents.
- In conjunction with the Finance Officer ensure the accurate preparation and management of individual event budgets.
- Actively work to increase the quality of events by seeking feedback on experiences and identifying areas for improvement.
- Support the existing staff in organising major events.
- Recruit and manage volunteers and officials at events.
- Manage national governing bodies (NGBs) and club relationships which are key to staging events.
- Support clubs in events delivery, when appropriate.
- Work with the existing staff on all commercial relationships to ensure all sponsor, marketing and media/broadcast activities take place as agreed.

Northern Cricket Union, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA
T: +44 (0) 2890522664 | E: cricketoffice@ncucricket.org | W: 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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The role is offered under the Department for Communities NI JobStart Scheme which allows for the creation of new job opportunities to help young people aged 16 to 24 at risk of long-term unemployment to enter the job market. In order to apply you must be aged 16-24 years old, and not currently in employment.

Essential:

- Practical experience of professional event delivery.
- Experience of producing event information and meeting tight deadlines.
- Working with stakeholders to deliver successful events.
- Experience of event support services, including media, catering, volunteer activity and commercial activity.
- Development of event planning documents and other communication tools.
- Experience of delivering excellent customer service.
- Ability to manage multiple projects and events simultaneously.
- Competent user of Microsoft Office in particular Excel.

Desirable:

- Understanding of cricket and NCU structures, competition and event schedules, leagues, and cups.
- Experience of working with commercial partners.
- Experience of implementing policies.

Application Process

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 or via post to NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA. Please mark the subject of your email 'Community Cricket Development Coach'.

This post will remain open until it has been filled. Applicants should note interviews for the role will take place on a suitable date following receipt of a CV that is deemed to meet the criteria outlined.

Successful candidates will be required to undertake Access NI checks and complete first aid and safeguarding training before commencing employment.

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

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