



Job Description and Person Specification

Job Title	Office Administrator
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 09:30 to 15:30, but may require some evening and weekend work.
Report To	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• Local clubs
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	6-month contract with possible extension dependent on funding

Overall Purpose of Job

The NCU are looking for a reliable office administrator to join our team. The successful candidate will undertake administrative tasks, ensuring the rest of the staff have adequate support to work efficiently. They will maintain a positive and friendly company image by acting as the first point of contact to member clubs, associates, officials, and the public in person, online, and via telephone.

The Office Administrator will ensure proper flow of office procedures and support existing staff by carrying out common office duties including basic bookkeeping. The ideal candidate will be competent in prioritising and working with little supervision. They will be self-motivated and trustworthy.

Main Responsibilities/Description of Duties

- Managing reception including welcoming members and guests.
- Managing company correspondence, including phone calls, emails, letters, and packages.
- Provide support to the Finance Officer by inputting data to online accounting system.
- Organising meetings, scheduling appointments, and assisting as required at company events.
- Carrying out administrative tasks to aid office workflow and provide feedback to improve internal performance.
- Performing data entry roles, including updating records and databases.
- Managing inventory of office supplies to ensure smooth office operations.
- Creating travel itineraries for staff and representative teams.
- Manage cricket specific equipment requirements for various programmes.
- Assist colleagues whenever necessary.

Person Specification

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:

- Experience as an office administrator, office assistant or relevant role.
- Good communication and interpersonal abilities.
- Good organisational and leadership skills.
- Competent in personal time management.

Desirable:

- Familiarity with office management procedures.
- Knowledge of basic accounting principles.
- Knowledge of and practical experience in using the MS Office suite of products.
- Qualifications in secretarial studies will be an

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- Experience in working as part of a team. advantage.
- Ability to work a flexible schedule including evenings and weekends when required.

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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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.