



## CHIEF EXECUTIVE

### Job Description

#### PURPOSE OF POSITION

Cricket is growing apace in Ireland. Within the Northern Cricket Union of Ireland ('the Union'), there are 38 clubs registered, 4474 individuals involved, either through playing, coaching or facilitating, and 3650 pupils playing across 124 schools. This is an exciting time for the sport of cricket both locally and globally, with a growing awareness of the game bringing greater opportunities and challenges. We are seeking a new Chief Executive (CE) to be at the forefront of this rapid growth and development, leading and guiding with clear direction, passion, transparency and a respect for all involved in the game of cricket across the Union.

The new CE will be responsible for the effective and efficient leadership and management of the Union. The successful candidate will report to the Board and will be expected to work in accordance with strategies, policies and plans approved by it. The successful candidate will take on the leadership of the Union's existing paid and volunteer workers, as well as the direction and oversight of the Union's operational activities. The CE will also be expected to represent the Union in Cricket Ireland's Senior Management group and liaise with other key stakeholders. Raising the profile of the Union and its representative teams, as well as attracting increasing financial support from commercial sources, statutory agencies, charitable trusts and any other appropriate source will be an integral part of the role.

The successful candidate will have a proven track record of leading an organisation through significant change and growth, whilst maintaining and building on strong relationships with key stakeholders. Therefore, the successful candidate must be able to display excellent interpersonal, communication and leadership skills.

Ultimately, the successful candidate will be responsible for driving the organisation's mission, vision, and values and whilst not essential that the new CE comes from a cricket background, we would like to see a willingness to learn more about the sport and a desire to drive forward the development of the game across the Union. We hope the successful candidate will bring new perspectives, experiences and skills to promote the sustainable growth and development of the game across the region.

## Role and Responsibilities

### Strategic Planning and General Management

- Strategic Plan – exercise lead responsibility for the implementation of the Union’s commitments to Cricket Ireland's Strategic Plan
- Operational Plan – prepare an annual Operational Plan setting out key targets and priorities for the year, linked to the achievement of the objectives set out in the Strategic Plan
- Oversee implementation of the Operational Plan and update the Board and relevant funding stakeholders on progress
- Oversee the management of the Union’s representative teams

### Financial Management and Control

- Prepare a draft budget for each forthcoming year, in line with the Union's strategic and operational priorities
- In conjunction with the Chair of the Finance and Sponsorship Directorate, report to the Board on performance against budget and other financial matters
- Ensure that effective arrangements are in place for the allocation of budgets and for the accountable management and monitoring of all financial resources

### Commercial Income and Grants

- Undertake, or procure, responsibility for seeking and negotiating all forms of sponsorship/commercial partnerships, and for managing relationships with sponsors/commercial partners.
- Oversee the preparation of grant application submissions to appropriate grant-awarding agencies at local, national or supra-national level
- Oversee fundraising planning and implementation, including volunteer and other resource requirements, researching funding sources, establishing strategies to approach potential funders/commercial partners, submitting proposals, and maintaining appropriate records and documentation

### Programmes and Policies

- Facilitate and promote policy development through appropriate committees established by the Board for such purposes

### Communication

- Ensure that an appropriate participative and consultative approach is taken in the development of policy, strategy, and business plans, involving all relevant stakeholders
- Report regularly to the Board and its Directorates and committees

- Ensure openness and transparency in communications with members, media, the public and all stakeholders
- Lead on and/or manage all matters relating to communication with all key stakeholders including, but not limited to Union members, other Provincial Unions, Cricket Ireland, other governing bodies, statutory agencies and media partners

### **Public Relations**

- Lead and manage all marketing and public relations activities with the aim of ensuring that the Union and the game of cricket are presented in a positive light to members, the public, the media and key stakeholders
- Prepare, in liaison with the Chair, statements to the media regarding matters of policy
- Act as, or identify, appropriate spokesperson(s) for relevant public communications

### **Stakeholder and Member Relations**

- Ensure effective communication with Cricket Ireland, other Provincial Unions, member clubs and schools
- Ensure the Union is meeting its obligations to its members, and vice-versa
- Ensure that the needs of members are being addressed effectively and responsively

### **General**

- Ensure that all relevant statutory requirements are complied with in full by the Union and that appropriate corporate governance arrangements are in place
- Line manage or procure the line management of Union staff
- Undertake any appropriate duties as may be specified by the Board from time to time that might reasonably fall within the purview of the Chief Executive

## **EDUCATIONAL & PROFESSIONAL REQUIREMENTS**

### **Essential**

- Educated to tertiary level

### **Desirable**

- Relevant qualification in business, leadership or sport management

## **PREVIOUS EXPERIENCE/TRAINING**

### **Essential**

- Significant experience (minimum 5 years) at management level
- A successful record in leadership and team management
- A proven record of building and sustaining effective collaborative relationships
- Experience of successfully setting and managing budgets
- A sound knowledge of the commercial environment in Northern Ireland

### **Desirable**

- Knowledge of cricket
- Experience of the sporting and governmental environment in Northern Ireland
- Experience of working with and managing volunteers
- A successful record of obtaining commercial income/sponsorship for sporting or other comparable activities

## **SKILLS**

### **Essential**

- Demonstrable leadership and decision-making skills
- Must be highly organised with the ability to plan a range of projects and initiatives that must be delivered to tight deadlines
- Knowledge and understanding of IT infrastructure needed to manage and promote the business
- Excellent written, verbal, communication, presentation, and relationship skills

### **Desirable**

- Experience of presenting/engaging/influencing from grassroots to Senior Board level
- Excellent interpersonal skills both written and oral
- Excellent IT skills including the use of Microsoft Office, CRM systems and databases
- Ability to demonstrate integrity and appropriate working relationships

## **GENERAL**

### **Essential**

- Willingness to travel within Ireland, and occasionally overseas, and to work unsocial hours, including evenings and weekends
- Eligible to live and work in Northern Ireland
- A full clean driving licence

## **VETTING**

The Northern Cricket Union is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. These roles involve work with young people and as part of the application process; the Northern Cricket Union will request a disclosure in relation to any successful applicants via an Enhanced Access NI check. Clearance through this system is required, however, applicants should be aware that a criminal record will not necessarily be a bar to obtaining a position.

## **SALARY**

The salary package available will be in the region of £50,000 to £55,000 per annum, depending on skills and experience, together with expenses.

## **WORK LOCATION/PATTERNS**

The NCU office is based in The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast. This position offers flexible working arrangements, combining working in the office and working from home. Some local (and less frequent national) travel will be required, alongside evening and weekend work.

## **APPLICATION PROCESS**

Shortlisting will be undertaken using only the information that is provided at the time of application. Applicants should forward a detailed letter of application demonstrating clearly how they meet each of the requirements (with details of relevant achievements where appropriate) and a full CV (including current salary level).

Completed applications should be sent to the NCU Chairman, Michael Humphreys:

**Email:** [michael.humphreys@ncucricket.org](mailto:michael.humphreys@ncucricket.org)

The closing date for the receipt of applications is **5pm on Monday 30 September 2024**. Interviews will take place in **October 2024**.

*The Northern Cricket Union is an equal opportunities employer and is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.*