

Yorkshire CCC – Job Description

Job Title: PA to Directors	Date: January 2022
Line Manager: CEO	Status: Permanent; Full Time

Job Purpose:

- To provide confidential personal assistant and secretarial services to the Executive Team

Key accountabilities:

- Diary co-ordination and management of appointments, visitors, phone calls and screening as required
- Arranging meetings, minute taking and publication
- Assist with the management of In Boxes, as required
- Assist in the compilation of Board and other reports
- Assist with purchase orders, invoices and contracts
- Arrange and book travel and accommodation, including visas as required
- Assist with the management of Executive communications
- Liaising with Commercial team regarding invitations from the Club to major matches

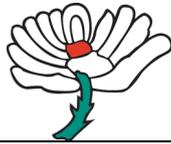
Key relationships:

- Executive Chairman
- CEO
- Managing Director of Cricket
- Commercial Director, Director of Operations, Director of People and Culture
- Board Secretary

Person Specification

Essential

- Experience as a PA in a high profile commercial organisation
- Experience of supporting an Executive team
- Excellent IT skills eg, full Microsoft suite
- Discretion, empathy, patience, resilience, flexibility, confidentiality
- Excellent verbal and written communication skills
- Calmness and prioritisation when faced with competing demands and tight deadlines
- Good initiative and judgement skills
- Excellent attention to detail

**Desirable**

- Experience of working within an elite sporting environment

Personal Attributes, Aptitudes and Abilities

- A commitment to equal opportunities and working towards equality standards
- Flexibility to work extended hours including Bank Holidays and weekends
- A customer-orientated approach to all facets of the work and the Club's operations.
- Ability to work independently and effectively under pressure
- Ability to work within a team and contribute to the overall success of the team and the Club
- Interact effectively with all departments and personnel at the Club
- Contribute positively at all times to a pleasant and friendly atmosphere throughout the Club
- Commitment to work to the Club standards and within formalised rules, regulations, policies and procedures

Location and Key Conditions

- Based at Headingley Stadium in Leeds
- Salary and benefits: Dependent on experience, to include pension contribution and expenses