

## Yorkshire Cricket Board – Job Description

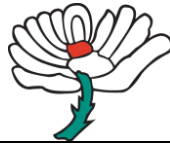
<b>Job Title:</b> Operations Manager	<b>Date:</b> April 2022
<b>Line Manager:</b> Managing Director	<b>Status:</b> Permanent; Full Time
<b>Salary Range:</b> £23,000 - £27,000 per annum, dependent on skills and relevant experience	<b>Benefits:</b> 25 days holiday + Bank hols Workplace Pension Healthcare Plan Employee Assistance Programme

### Job Purpose:

- Responsible for overseeing administrative systems and processes to support the work of Yorkshire Cricket Board;
- Provide the central point of contact for staff, volunteers, partners and others associated with the organisation;
- Manage YCB website, Play-Cricket site and other social media platforms.
- Liaise with YCCC Operations Director and be the point of contact for MTech

### Key Accountabilities:

- Oversee and coordinate all administrative systems and processes across Yorkshire Cricket Board (YCB);
- Responsible for updating and streamlining systems and processes as needs arise or following organisational change;
- Provide a central point of contact and provision of administrative support for the clubs and leagues that Yorkshire Cricket Board supports and works with, including staff, volunteers, partners and others associated with the organisation;
- Organise cricket board events including implementing and managing the booking systems;
- Manage the club affiliation process, providing information and guidance as required and liaise with the finance manager
- Provide administrative and regulatory support as required to the BAME Management Group;
- Safeguarding – to offer admin support and the development and implementation of systems, processes, booking of training courses, to be the minute taker of the Safeguarding Committee and to circulate minutes and agendas and to work closely with the Senior Safeguarding Officer and Board lead.
- Provide administrative support to meetings, including organising and booking meetings, drafting and circulating agendas, monitoring actions and activities, taking and distributing minutes;
- Manage and regularly update the Yorkshire Cricket Board's social media accounts and other online platforms, whilst proactively seeking ways to develop the use of these platforms, and to fully liaise and integrate with the YCCC social media team;
- Manage the YCB Play-Cricket platform and help to develop, promote and encourage use across the county;



- Coordinate the County Partnership Agreement, liaising with the ECB and others as appropriate;
- Act as a key point of liaison between Yorkshire Cricket Club and Yorkshire Cricket Foundation;
- Support the Yorkshire Cricket Club EDI Manager to implement EDI initiatives and wider programmes and activities across recreational cricket;
- Any other duties and responsibility commensurate with the nature and level of the role.

#### **Key relationships:**

- Yorkshire CCC and Yorkshire Cricket Foundation
- Recreational leagues and clubs
- Cricket development organisations and groups

### **Person Specification**

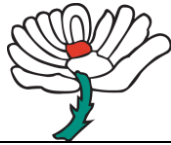
#### **Essential**

- Significant administrative experience in a relevant role, ideally in a sports environment;
- A natural organiser, who is adept at establishing and streamlining systems and processes as well as coordinating across different areas;
- Experience of drafting agendas, monitoring actions and minuting meetings;
- Ability to work on own initiative as well as part of a team, and closely liaise with fellow Operations Managers;
- Highly organised, with the ability to balance competing demands;
- Meticulous attention to detail;
- Strong communication and verbal skills and a natural ability to work with a diverse range of people at all levels;
- An expert grasp of Microsoft Office including outlook, word and excel;
- Experience of using social media platforms;

#### **Desirable**

- Experience of working in a similar role in a sport environment;
- Experience of supporting ECB Systems and recreational cricket activities;
- An existing knowledge of Yorkshire recreational cricket and current ECB initiatives;
- Experience of managing and updating social media accounts and platforms.

Note: The role does involve training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will be required to complete a **Disclosure Barring Service (DBS) Check**. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.



### **Personal Attributes, Aptitudes and Abilities**

- Ability to motivate, persuade, support, influence and empower individuals and organisations;
- A commitment to equal opportunities and working towards equality standards;
- Flexibility to work extended hours including Bank Holidays, weekends and evenings when the role may require;
- Excellent communication and inter-personal skills, both written and verbal;
- A positive attitude with initiative, focus and drive;
- Patience with an orderly approach to problem solving;
- A customer-orientated approach to all facets of the work and the Boards operations;
- Ability to work independently and effectively under pressure;
- Ability to work within a team and both individual to contribute to the overall success of the Board;
- Interact effectively with all departments and personnel at the Board and other branches of Yorkshire Cricket;
- Contribute positively at all times to a pleasant and friendly atmosphere throughout the communities and places you will work in;
- Commitment to work to the Boards standards and within formalised rules, regulations, policies and procedures.

### **Location and Key Conditions**

- Full time, working an average of 35 hours a week Monday to Friday with some flexibility depending on the needs of the role;
- Based at Headingley Stadium in Leeds, with regular travel within communities in Yorkshire when required.
- Although based at Headingley an offer for hybrid working for part of a week if necessary (i.e. working from home).