

## **The Opportunity**

On the back of a successful season at Headingley, we are already looking ahead to next season. We are looking to recruit a Control Room Log Administrator who will play a crucial role on matchdays during the season. Working alongside a team of staff in the control room, this role will help contribute to delivering an exceptional customer experience in a safe and welcoming environment for new and return visitors. This role will be pivotal in ensuring the safety of all who attend Headingley Cricket Ground and their experience for matches throughout the season, ensuring that they are safe and that there is an enjoyable environment for all.

*What this role will include:*

- Accurately record the communications within the control room log via Safety Management, two-way radios, emergency telephones and telephone lines to help maintain the integrity of the log book
- Liaise with other control room representatives including but not limited to police, first aid and event management
- Adhere to a strict code of confidentiality in respect to any information relating to The Yorkshire County Cricket Club and its operation
- Complete appropriate paperwork whilst escalating issues in a timely manner where appropriate
- Cascade information to frontline staff via radio and responding to staff and managements front line queries in a timely manner

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company

*About you:*

We are looking for candidates who possess the following:

- Previous experience of managing the log book and working in a control room during events
- Excellent communication and able to deliver messages clearly and concisely on a radio
- Experience of working accurately in a high pressure environment
- Able to work accurately and communicate clearly under pressure
- A strong team player with the ability to build and maintain positive relationships
- Good knowledge of event security and the stadium
- Strong written skills and IT literacy
- To maintain Yorkshire Cricket Club's Safeguarding, health, safety and EDI practices.

Yorkshire Cricket is committed to safeguarding children and adults at risk. As part of that commitment, this post requires a Disclosure and Barring Service (DBS) check at the appropriate level. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided. Information about how we manage DBS checks can be found in our DBS Guidance.

If this role sounds of interest to you, please complete an application for this role. If you have any questions about the role, please contact [people@yorkshireccc.com](mailto:people@yorkshireccc.com).