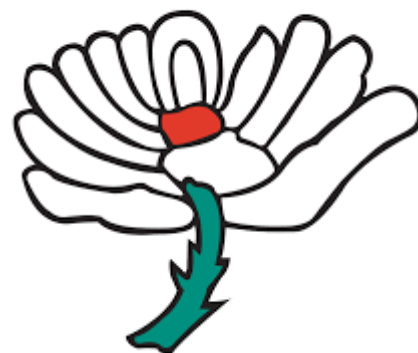


## JOB DESCRIPTION

Yorkshire County Cricket Club



<b>Job Title:</b>	Team Assistant
<b>Department</b>	YCCC - Cricket Operations
<b>Reporting Line:</b>	Cricket Operations Manager
<b>Location</b>	Headingley Stadium (& outgrounds when required)
<b>Employment Type</b>	Temporary - Casual

### Department Overview

The Cricket department plays a pivotal role in assisting the professional teams which are based out of Headingley Cricket Ground throughout the season. The Cricket department is a unique department where no day is the same as the other. To assist with the crucial work the Cricket department does, we are looking to appoint a number of Team Assistants to help out throughout the season, particularly with the build-up to match days, training days and match days themselves.

### Job Purpose

The purpose of the Team Assistant(s) is to ensure that all player areas are maintained and that player services are delivered to the highest standard. They will support across all professional fixtures, including the County Championship, T20, 50 over, International & The Hundred.

### Key Responsibilities

Area	Responsibilities
Players Areas	<ul style="list-style-type: none"><li>- Maintenance of the playing facilities during the season</li><li>- Help ensure the dressings rooms are kept tidy and presentable all-season round</li><li>- Willingness to undertake physical work to maintain the facilities, including cleaning of the dressing rooms</li></ul>
Cricket Operations	<ul style="list-style-type: none"><li>- Support the Cricket Operations team with matchday delivery and assist wherever required</li><li>- Being proactive to ensure the smooth delivery of cricket at Headingley Cricket Ground</li><li>- Assist visiting teams and officials to ensure they are familiarised with the facilities</li></ul>

Service Provision and Standards	<ul style="list-style-type: none"> <li>- Assist the players, coaches and umpires with anything they may need</li> <li>- Maintain professionalism at all times, particularly during high profile fixtures</li> <li>- Provide consistent levels of service, throughout a busy cricket season</li> <li>- Uphold high levels of trustworthiness, discretion and conscientiousness, required in elite level/professional sport</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to safeguarding children and adults</li> <li>- Contribute to the implementation of the Yorkshire Cricket Safeguarding policy</li> <li>- Report any safeguarding concerns in accordance with Yorkshire Cricket's Safeguarding Report Management Procedure</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices</li> <li>- Advocate the values of dignity, fairness, equality and respect</li> </ul>

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.

#### Key Relationships / Stakeholders

Players  
Coaches and Support Staff  
Cricket Operations Staff  
ECB Staff  
Grounds team  
Venue Operations team  
Caterers (Sodexo)

#### Job Specification

Essential Criteria	M/C
Demonstrable team player who thrives when working alongside others towards a common goal	<input type="checkbox"/>
Willingness to undertake physical work to maintain the facilities, including cleaning of the dressing rooms	<input type="checkbox"/>
Demonstrate an understanding of the sensitivity of player & match official areas & the importance of measures implemented to protect these areas	
Proven track record of being trustworthy, reliable and conscientiousness	<input checked="" type="checkbox"/>
Being willing to work evening and weekend hours	<input checked="" type="checkbox"/>
Prepared to take ownership & be accountable for ensuring all player & match official areas are maintained to the highest standards	
<b>Desirable Criteria</b>	

Previous experience o working in a similar environment, preferably in cricket	
Full driving licence and access to a car	

### Core Competencies

Time management	<input type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input checked="" type="checkbox"/>	Accountability	<input type="checkbox"/>
Able to work autonomously	<input checked="" type="checkbox"/>	Written communication	<input type="checkbox"/>

### Essential Certificates and Checks

Drivers License	<input checked="" type="checkbox"/>	Disclosure Barring Service Check	<input checked="" type="checkbox"/>
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