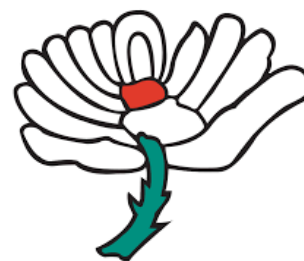


## JOB DESCRIPTION

Yorkshire Cricket Board



<b>Job Title:</b>	Operations Administrator
<b>Department</b>	Yorkshire Cricket Board
<b>Reporting Line:</b>	Director of Operations
<b>Salary Band:</b>	1 Administrator
<b>Location</b>	Headingley
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The Yorkshire Cricket Board is the governing body for recreational cricket in Yorkshire. One of our key goals is to promote the game of cricket at all levels across the County, working in partnership with other appropriate agencies and organisations, including schools and local cricket clubs, to increase participation and growth in the game.

There are over 700 cricket clubs affiliated to the YCB, with in excess of 1450 senior recreational teams across Yorkshire playing cricket every weekend. The Operations department is responsible for overseeing the administration systems and processes supporting the work of the Yorkshire Cricket Board. Providing a central point of contact for staff, volunteers and partners.

### Job Purpose

- Manage and update central database and systems
- Create reports and data management within Play Cricket
- Draft and distribute correspondence and newsletters
- Assist in organising and scheduling meetings including room bookings
- Assist with the planning, promotion and organisation of the events and dinners
- Respond to phone and email enquiries professionally and promptly
- Maintain and update the website and social media sites
- Process employee expenses and liaise with Finance for invoices and payments
- Provide administrative support across the organisation as needed
- Support and work closely with the Operations Manager and Director of Operations

### Key Responsibilities

Area	Responsibilities
Administration	<ul style="list-style-type: none"><li>- Administrative process and procedures</li><li>- Support all operational needs of a administrative nature</li><li>- Additional process and administrative tasks as necessary</li><li>- Handle incoming calls, emails and general communications</li><li>- Promote YCB activities via the website and social media</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 safety, dignity, fairness, equality and respect</li> <li>- Contribute to the implementation of the YCCC EDI Plan</li> </ul>
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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

- Operations Manager
- YCB Regional Teams
- All other staff related to Yorkshire Cricket
- English Cricket Board (ECB)
- Leagues & Clubs

#### Job Specification

Essential Criteria	M/C
2 years in a previous administration role	<input checked="" type="checkbox"/>
Proficiency in Microsoft Office and data management software	<input checked="" type="checkbox"/>
Strong communication skills, both written and verbal	<input type="checkbox"/>
Knowledge and experience posting and managing social media sites	<input type="checkbox"/>
<b>Desirable Criteria</b>	
Strong interest in sport and understanding of the benefits it can bring	
Demonstrable ability to plan and prioritise own workload with minimum supervision	
Ability to demonstrate initiative and work well under pressure	

#### Core Competencies

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

#### Essential Certificates and Checks

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	ECB Coaching Qualification	<input type="checkbox"/>