



Job Title: Women's Cricket Operations Executive
Reports to: Regional Director of Women's Cricket & Middlesex Head of Women's Cricket
Location: TBC (including home working)
Term: Fixed term to 31st January 2022
Salary: £24,000-£26,000 (dependent on experience)

Sunrisers & Middlesex Cricket are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a process of vetting, including the disclosure of criminal records and the seeking of references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Purpose of the Job:

Women's and girls' cricket is set to be transformed as part of an exciting strategy to Inspire Generations by connecting communities and improving lives through cricket, ensuring cricket is a game for all.

The Women's Cricket Operations Executive will positively contribute towards the success of women's and girls' cricket in the London & East (Sunrisers) region by providing operational and administrative support to the Sunrisers (Senior Team, Academy and Emerging Player Programme), the London Spirit women's team and to Middlesex Cricket's Women & Girls pathway teams.

Principle Responsibilities

Sunrisers

- Provide administrative support to the Regional Director of Women's Cricket (RDoWC), Head Coach and other staff as required.
- Administer the budgets relating to the Women's Elite Domestic Structure.
- Work in collaboration with RDoWC, Head Coach(es) and other support staff to ensure the effective management and delivery of training and competition plans.
- Ensure the administrative requirements of the facilities used across the programme are adhered to.
- Provide administrative support to the Player ID and selection processes.
- Administer Sunrisers website and support with social media and marketing as required.
- Ensure the key safeguarding and welfare policies are in place.
- Report on a daily basis to the RDoWC and support this role with the scheduling and set-up of identified meetings, for internal and external stakeholders, including meeting logistics (e.g. room bookings, technology, catering) and document preparation (e.g. agendas, invitations, presentations, minutes).
- Undertake any other administrative duties within the context of the role as may be determined by the RDoWC.



London Spirit

- Provide administrative support to the TeamCo Board, Head Coach and other staff as required to assist with the successful operation of the London Spirit women's team.
- Act as the ECB point of contact for all operations and logistics associated with the administration of the team including, but not limited to, travel arrangements, accommodation requirements, practice sessions, net bowlers, kit and commercial appearances.
- Act as the point of liaison with host venues on all team related matters (practice sessions, facility bookings, catering, medical, facilities, kit washing etc).
- Liaise with ECB in relation to all player and team support staff administrative matters including the preparation of player signing and support staff recruitment paperwork, the organisation of replacement players, and visa applications for overseas players and support staff (where relevant).

Middlesex Cricket

- Provide administrative support for all Middlesex Cricket Women & Girls County programmes, including, but not limited to coordination of fixtures, player selection, player management.
- Maintain player records, internally and externally.
- Administer Middlesex Cricket Development programmes, including winter and summer regional cricket.

Skills, Knowledge and Experience

- Previous experience supporting a leader in a high-performance environment.
- Ability to think on your feet and use problem solving skills whilst under pressure.
- Experience as guardian of process, day to day administration and scheduling to ensure operational excellence.
- A high degree of personal resilience to cope with the demands of working within elite sport and juggling priorities and managing deadlines.
- Can demonstrate an innovative, collaborative and supportive approach to logistical excellence for an elite sport's team.
- Outstanding organisation, planning and communication skills, and experience of working across a multi-disciplinary team of people.

Working Relationships:

- Regional Director of Women's Cricket
- Sunrisers Head Coach
- London Spirit Head Coach
- Sunrisers Talent Managers
- Sunrisers Regional Advisory Board
- Middlesex Cricket Head of Women's Cricket
- County Pathway Leads
- County Age Group Coaches



To Apply

Please forward your CV and an accompanying Cover Letter, stating your suitability for the role, to Hannah Baxter – hannah.baxter@middlesexccc.com

Closing date for applications is Friday 25th September 2020 at 5pm. Interviews will be held in the week commencing 28th September 2020. Depending on working environments at that time, interviews may be conducted via video conferencing call.

Sunrisers & Middlesex Cricket are equal opportunity employers and prohibit discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.