



Business Administration / Executive Assistant - Full Time **Derbyshire County Cricket Club**

Derbyshire County Cricket Club is looking for an experienced administrator to provide exceptional and reliable service to the Chief Executive, Director of Cricket, senior leadership team and manage a small customer service/ticket sales/reception team.

The role is broad and varied and reflects the nature of our business as a professional cricket club and a 365 conference and events venue. With three direct reports, you will be able to demonstrate an ability to get things done, to manage a number of different projects and priorities to meet key deadlines and have experience of managing a small team of people.

You may be an Executive Assistant with experience of managing people or an office or a Business Administration professional with supervisory experience. Either way, you like a daily challenge and you would relish the opportunity to work in a professional sports and events venue.

Cricket Operations support

- Work with the Director of Cricket and senior cricket management to ensure the efficient planning and organization of the playing squads' schedule
- Book all hotels, flights, accommodation and travel and facilities for away team travel and pre-season training.
- Ensure overseas player accommodation and flights are booked and arrangements in place
- Manage annual playing kit ordering and distribution process
- Work with ECB to ensure compliance with all registration, training and regulatory requirements
- Maintain registers of players and training in line
- with safeguarding policy

Chief Executive and Senior Leadership Team

- Assist the Chief Executive and SLT in broader team communications by organising and coordinating people events including briefings, newsletters, team meetings
- Arrange as required and co-ordinate a variety of meetings and events, internal and external. Obtain briefing information, progress and chase reports, etc as appropriate, draft correspondence, notes etc. on behalf of the SLT
- Receive instructions from the Chief Executive and undertake a range of tasks and general duties on a day to day basis
- Coordinate the preparation of meeting papers, reports and dashboards ensuring submission deadlines are proactively managed for the Chief Executive

Ticket Sales, Reception and Customer Services

- Ensure the ticket sales team receive all telephone calls and action appropriately and provide a professional, sensitive and tactful first point of contact for visitors
- Oversee the Ticket sales team schedule to ensure cover on match-day and non-match day
- Liaise closely with tickets sales and Commercial Director to ensure that effective briefing and support is always provided for Ticket Sales team
- Work with HR Officer to support the implementation of HR policies and procedures and HR administration
- Ensure appraisals are completed for team and maintain performance management register for organisation

What we can offer you

Basis salary £19,000-£24,000 depending on skills and experience

25 days paid holiday (pro-rated)

Company pension scheme

Two complimentary tickets to every Derbyshire CCC match

What you should do to apply

Interested candidates should email an up to date CV and covering letter to jobs@derbyshireccc.com

The closing date for applications is Wednesday 19 April 2017.

Successful applicants will be contacted no later than Friday 21 April with details on the next steps in the recruitment process.