



## **TALENT PATHWAY ADMINISTRATOR**

### **DERBYSHIRE COUNTY CRICKET CLUB**

Derbyshire County Cricket Club are recruiting a Derbyshire Talent Pathway Administrator to deliver administrative, compliance, logistical and operational support across all departments within the Boys Talent Pathway including the Academy, Mini-Academy and County Age Groups and enable the successful delivery of the boy's pathway programme.

#### **Responsibilities:**

##### **County Age Group Cricket**

- Allocation of venues, sessions to nominees & publication of this information on the website
- Set up online registration and payment site, and monitor incoming payments
- Preparation of registers
- To prepare and distribute information relating to trials to Parents/Guardians
- Providing front of house duties- greeting players, parents and guardians during the entire trial process
- Set up the online registration and payment site for the County Age Group Programme including for any tours
- Collate and provide feedback relating to unsuccessful trials candidates
- Be the initial point of contact for Parents and Guardians
- To provide administrative support to the Pathway Coaches
- To distribute to parents and guardians all information relating to the arrangement and staging of training sessions and games and all other relevant correspondence
- Publication of all information on the website
- Book venues for all boys' county age group fixtures, collaborating with clubs and event organisers
- Book and liaise with umpires and match officials
- Ensure all coaching personnel, volunteers and chaperones are compliant with up-to-date DBS, First Aid and Safeguarding procedures/certificates
- To process all relevant invoices in relation to the Boys Pathway programme for sign off

- Submission of Academy and Mini Academy programme documentation, ensuring accurate information is provided to ECB and all deadlines met
- Ensure all data is stored according to GDPR

#### **Administration for Academy and Emerging Player Programme (EPP):-**

- Organise Academy and EPP contracts and other paperwork for new intakes
- Register all Academy and EPP players with ECB. Complete all ECB administration for academy and EPP players
- Assist in organisation of Academy induction day
- Update contact lists for Full Academy/Mini-Academy/Coaches
- Monitor all academy coaching staff for DBS, 'safeguarding young cricketers' and first aid
- Responsibility for ordering Academy player clothing
- Prepare paperwork, including visas etc. for Academy overseas tour
- Maintain academy expenses file
- Preparation for ECB Academy / Mini-Academy Audit- gather evidence and create files including all individual player information
- Order equipment for academy and EPP programme

#### **Additional duties:-**

- To attend meetings relevant to the post and take minutes
- To be committed to Continued Professional Development and attend training as and when required by the Talent Pathway management
- To always work in a professional and presentable manner
- Always adhere to Company Policies
- Champion for safeguarding, equality and the well-being of all children and adults at risk in all your work areas.
- Recognise that safeguarding children and adults at risk is everyone's concern and ensure all incidents or concerns are reported without delay to the County Welfare Officer
- Complete any training modules as required by ECB regulations or CPD requirements

#### **Knowledge and Experience:-**

- Administration experience
- Excellent organisational skills and accustomed to meeting demanding targets
- Ability to work independently and as part of a team
- Effective Communicator
- Ability to liaise effectively with Parents, coaches, and club staff
- Evidence of partnership working and the ability to forge sustainable links with stakeholders
- Good team player with a flexible approach
- Good at planning and well organised
- Good IT skills
- Able to work flexibly, including unsociable hours, evenings, and weekends
- Self-motivated and able to inspire and enthuse others

- Understanding of or experience in an Elite cricket environment would be beneficial.
- Be adept in the use of Microsoft Excel and electronic medical databases

**Requirements:-**

- First Aid Certificate of Attendance
- Safeguarding course – Certificate of Attendance
- Up to date DBS check
- Full driving license and ability to travel independently between sites

**What we can offer you:**

- A competitive salary of £12,150 for 22.5 hours per week
- 2 free tickets to every Derbyshire CCC match
- The successful applicant will have flexibility in working hours based on a 22.5 hour working week but have the flexibility to work evenings and weekends as and when required
- The role will also have the flexibility to be performed both on-site at the county ground as well as from home.
- 25 days paid holiday plus bank holidays (pro-rata for part-time)
- Free on-site parking

To apply please send your up-to-date CV with a covering letter detailing your suitability for the role to Viv Sheppard, HR and Wellbeing Manager at Derbyshire County Cricket Club via [jobs@derbyshireccc.com](mailto:jobs@derbyshireccc.com).

The closing date for applications is 24 December 2021 with interviews expected to be w/c 17/1/2022.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates, regardless of sex, race, disability, age, religion/belief or marital status.