



Trent Bridge, the home of Nottinghamshire County Cricket Club,
is looking to recruit an **Office Administrator**
to work as part of the team in its Community & Development office.

You will provide administrative support to our team of Cricket Development Officers and Manager. You will need a good working knowledge of MS Office, particularly Outlook, Excel and Word.

In addition to the above you will also provide administrative support to the Business Support Manager and Trent Bridge Community Trust. You will also be responsible for co-ordinating match day volunteers for our T20, Hundred and international matches.

The role will encompass a variety of tasks ranging from database management to organising community roadshows to administering our junior coaching sessions. The department you will work within is responsible for promoting cricket within Nottinghamshire and all the positive messages associated with it.

A flexible worker with a hands-on approach and a friendly and approachable personality, you must be able to work on your own initiative, sometimes under pressure, always as part of the team. You will have a keen eye for detail and a proactive attitude.

The successful applicant will be required to work 35 hours per week over 5 days as well as some occasional weekend and evening working.

If you would like to apply for the role, please send your CV together with your covering letter and salary expectations to:

Recruitment@nottsccc.co.uk

Or by post to:
HR Manager
Nottinghamshire County Cricket Club
Trent Bridge
Nottingham
NG2 6AG

Closing date for receipt of applications is Monday 31 January 2022
Interviews will be held week commencing 31 January 2022

ROLE PROFILE

Job Title: Office Administrator
Reporting to: Community & Development Manager and Head of Business Support
Responsible for: Match Day Volunteers

RELEVANT GENERAL OBJECTIVES

(Source: 2021-2025 Strategic Plan)

- Invest in Trent Bridge so that it retains its Test Match status and is seen as a year-round entertainment destination and a hub for cricket in Nottinghamshire.
- Create a culture of winning teams that provides sustained success for Nottinghamshire and England.
- Drive participation growth and positive change by taking projects and programmes into communities throughout Nottinghamshire.
- Maintain the club as a financially and commercially sustainable organisation at the heart of our community.
- Innovate across all departments to create success through delivering the best playing, partner, member and supporter experiences in cricket
- Attract, inspire and retain the best people by creating a playing and working environment that is enjoyable, challenging and fulfilling.

SPECIFIC ROLE PROFILE

The Office Administrator is a full-time role working across the business. The role will be based in the based with the Community & Development Team, working for them three days a week. The additional two days of the role will provide administrative support to other departments within the organisation such as Business Support and the Trent Bridge Community Trust.

The role with the Community & Development Team will include:

A. Database and System Management

- Be responsible for managing databases and systems within the department, and ensure all data is inputted and up-to-date including but not limited to clubs, schools, coaching and safeguarding contacts.
- Update and maintain the qualifications audit of Recreational Cricket Clubs Safeguarding Officers and liaise with the County Safeguarding Officer to ensure training requirements are met.
- Set up and administer online payments using the CVENT or NCCC Online system for Coach Education Courses, Recreational Club Affiliations and Junior Outlaw Coaching programmes.
- Oversee and monitor the use of Upshot by Community & Development Team, ensuring data is kept up to date.
- Run Appointed Umpire reports using Who's the Umpire and provide payment details to the finance department for payment of Umpires each month (Apr – Oct)

B. Administration Support

- Act as the first point of contact for the department, dealing with enquiries from the public and signposting to relevant team members for further support.
- Collate and provide a monthly report from the community team for the Community & Development Manager.
- Act as the point of contact within the department to ensure that personal records / sensitive information are stored in accordance with GDPR regulations.
- Administer the running of Safeguarding courses, including the booking of venues, communication with participants and ordering of resources.
- Provide administrative support for the Community & Development Team and Managers by attending meetings to take accurate minutes and distribute.
- Provide support to the Notts Umpire Appointments Officer to check Umpire's compliance against DBS.
- Support the club net bookings officer with checking compliance details of clubs and coaches when requested, using the relevant systems to access the information relating to Insurance, First Aid, Safeguarding and Coaching Qualifications.
- Work with the Young People's Officer to book schools for All Stars/Dynamo taster sessions, assemblies and festivals.

C. Coordination

- Co-ordinate the Rota's, communicate with and manage the Match Day Volunteers for all T20/Hundred and International match days.
- Co-ordinate the bookings and resources needed for community roadshows.
- Work closely with the CDO – Young People Clubs to co-ordinate match day mascots on selected match days.
- Coordinate the Community & Development Team's summer Rota to cover match days and roadshow events.
- Coordinate the purchase of stationery and office supplies for the team.
- Any other duties laid down from time to time consistent with the grading of the post.

KEY PERFORMANCE INDICATORS

Discussed and set with Line Managers as part of the club's appraisal process

Equity, Diversity and Inclusion

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

Safeguarding

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in cricket have a safe, positive and fun experience, whatever their level of involvement.

PERSON SPECIFICATION

	Essential	Desirable
Experience	Working in an administrative environment at senior level IT management systems and databases (particularly Microsoft packages – Word, Excel, Outlook) Budgetary control and financial management systems Managing and coordinating volunteers	Utilising and interpreting data
Knowledge	IT Systems, databases and management systems Safeguarding and welfare of Young People	
Skills	Excellent IT and keyboard skills Strong organisational skills Ability to prioritise workloads Excellent time management skills	Ability to analyse complex data Ability to develop and deliver in-house administrative training Ability to analyse financial reports

	Ability to take accurate minutes	
Qualifications	Minimum of grade 'C' GCSE in English and Maths	Secretarial, administration or typing qualification
Qualities & Attitude	<p>Friendly and approachable with excellent customer service attributes</p> <p>Willing to learn and understand the specific issues relating to Community & Development work in sport</p> <p>Ability to work without supervision</p> <p>Ability to work within a team and build strong working relationships with team members and partners at all levels</p> <p>Ability to work flexibly across different departments by managing own time and workloads</p>	Understanding of social and community cohesion
Other	<p>Presentable and professional outlook</p> <p>Ability to work some flexible hours, occasional weekends and evenings</p>	