



Job Description

Job Title: Boys Talent Pathway Administrator

Contract Type: Part Time

Working Hours: 20 hours per week

Location: County Ground / Working from Home

Reports To: Boys Cricket Performance Manager

Other Working Relationships:

- Head of Talent Pathway
- Cricket Development Manager
- Pathway Performance Coaches
- ECB
- Umpires Association
- Scorers Association

Main Responsibilities and Duties

To provide administrative, compliance, logistical and operational support across all departments within the Boys Talent Pathway.

Enable the successful delivery of the Boy's Talent Pathway Programme.

Talent Pathway

Trial administration:

- To send out, receive and process pathway nominations from clubs.
- To prepare and distribute information relating to trials to Parents/Guardians
- To support the Recreational Cricket Office regarding online registration and payments of players
- Preparation of registers.
- Collate player feedback from the Performance Coaches and provide this feedback to unsuccessful candidates

Performance Programme

- Initial point of contact for Parents and Guardians
- To provide administrative support, as required to the Head of Talent Pathway, Boys Performance Cricket Manager and Talent Pathway Performance 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 pertaining to the Talent Pathway
- To collaborate with the Recreational Cricket Office and book venues for all boys' county age group fixtures, collaborating with clubs, schools, and other cricket venues.
- Book and liaise with umpires, scorers, analysts, and match officials
- Ensure all coaching personnel and volunteers have up-to-date DBS, First Aid and Safeguarding procedures/certificates.
- Ensure all data is stored according to GDPR

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 undertake any other duties that might reasonably be deemed appropriate to the post
- To always work in a professional and presentable manner
- Always adhere to company policies
- To organise the annual pathway presentation evening.
- Have the flexibility to work evenings and weekends as and when required
- 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
- Answer phones, direct enquiries and take messages within the main office
- Cricket operations 1st XI duties.

Qualifications and Experience

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

Knowledge and Experience

- At least three years 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 other stakeholders
- 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
- Strong IT skills
- Able to work flexible hours as agreed with the Boys Performance Cricket Manager
- Self-motivated and able to inspire and enthuse others.