Part-Time Cricket Coach & Administrative Support

Accountable to: Head of Talent Pathway
Contract: Permanent
Hours: Part Time – 12 hours per week (to include evenings and weekends)
Salary: £8,000 to £10,000 per annum (actual salary for the part time role)

We are looking for a dedicated and enthusiastic Part-Time Cricket Coach & Administrative Support professional to join our team, with the potential to lead and develop a Girls Pathway age group. This dual role combines hands-on cricket coaching with essential administrative and operational support. The ideal candidate will be passionate about player development, highly organised, and comfortable managing both on-field and off-field responsibilities.

Safeguarding Statement

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

KEY RESPONSIBILITIES

Cricket Coaching & Girls Pathway Development (Approx 75%)

- Plan, deliver, and evaluate engaging cricket coaching sessions for players of varying ages and skill levels.
- Assist in talent identification and player development programs.
- Support match-day preparation, warm-ups, and player management.
- Ensure a safe, inclusive, and positive learning environment in line with club policies.
- Provide feedback and progress updates to players and parents/guardians.
- Maintain and care for coaching equipment and facilities.

Administrative Support (Approx 25%)

- Assist with scheduling sessions, matches, and events.
- Maintain accurate attendance, player registration, and performance records.
- Communicate effectively with players, parents, and staff through email, calls, or messaging platforms.
- Support the coordination of tournaments, fixtures, and travel logistics.
- Handle basic office tasks

Administrative & Office Management

- Maintaining office records, files, and documentation related to players, teams, and matches.
- Managing correspondence via email, phone calls, and letters.
- Preparing schedules, timetables, and meeting agendas.

Player & Team Coordination

- Maintaining a database of players (personal details, stats, and performance records).
- Coordinating player registrations
- Communicating with coaches, support staff, and players for match preparations

Match & Tournament Organisation

- Assisting in organising fixtures, venues, and match logistics.
- Maintaining records of match results, scorecards, and reports.

Financial & Budget Tasks

- Maintaining accounts for match expenses, player fees, and other administrative costs.
- Preparing invoices, receipts, and financial statements for approval.

PERSONAL SPECIFICATION

- Passionate about cricket and player development.
- Reliable, professional, and adaptable.
- Strong team player with a proactive attitude.
- Ability to balance coaching and administrative responsibilities effectively.
- Committed to promoting the club's values and community engagement.

Qualifications & Experience

- Minimum Level 2 (or higher) Cricket Coaching qualification (ECB)
- Previous coaching experience with youth or adult players preferred.
- Strong organisational and administrative skills.
- Excellent communication and interpersonal abilities.
- Confident using basic computer software and online scheduling tools.
- Current First Aid and Safeguarding certificates (or willingness to obtain).
- Valid driver's license

Working Conditions

- Part-time position with flexible hours (may include evenings, weekends, and match days).
- Mix of on-field coaching and office-based/remote administrative work.
- Travel for matches or tournaments will be required

To apply for this role, please forward your cv with a covering letter (no more than one side of A4) outlining why you are suitable to HR@NCCC.Co.uk. Closing date for applications is on 27th November 2025 Interviews will be held week commencing 8th December

NCCC is committed to being an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, sexual orientation, gender identity, disability, national origin, religion, sex, and or other legally protected status