



Kent County Cricket Club

Job Description

Job

Talent Pathway Operations Executive based at The Spitfire Ground, Canterbury or The County Ground, Beckenham – 37.5 hours p/week. Salary Range £19 – 23k

Reports To

Head of Talent Pathway

Job Purpose

To deliver administrative, compliance, logistical and operational support across all departments within the Boys Talent Pathway including the Academy, EPP and the County Age Groups (CAG)

Budgetary responsibilities - to manage the pathway budget, including monthly monitoring and reporting to Head of Talent Pathway and to prepare for budget planning submissions.

To be responsible for administration and organization of ad-hoc events such as CAG awards presentation evening or Annual Youth Awards dinner.

Job Role/Key Responsibilities

Administration for Academy and Emerging Player Programme (EPP)

- Preparation for ECB Academy / EPP Audit
- Administer Academy and EPP contracts
- Register all Academy and EPP players with ECB.
- Assist in organisation of Academy induction day and pre-season weekend
- Prepare/update Academy handbook
- Monitor all academy coaching staff for DBS, 'safeguarding young cricketers' and first aid

County Age Group Cricket

- Administer the CAG trials process including distribution of information relating to trials to Parents/Guardians
- Set up online registration and payment site for CAG Programme including for any tours
- Prepare and distribute Players Charters, recording and storage of hard copies
- To provide administrative support as required to the CAG coaches
- To distribute to parents/guardians information pertaining to CAG training and match programme
- Allocation of venues, sessions to nominees & publication of information on the website
- Book venues for all boys' CAG fixtures 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 CAG Pathway programme for sign off
- Point of liaison with Area Cricket programme to include providing feedback from the CAG trials
- Ensure all data is stored according to GDPR

Additional Duties

- To attend meetings relevant to the post and take minutes
- Administer the online shop with the kit sponsor and provide information and support to parents immediately after post-trial selection
- 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 work at all times in a professional and presentable manner
- Adhere to Company Policies at all times
- Have the flexibility to work evenings and weekends as and when required
- Champion for safeguarding, equality and the well-being of all children and adults at risk in all your work areas
- Work at multiple county sites when required

Qualifications, Skills and Experience

Qualifications and Experience

- 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

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 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
- Commitment to a continual professional development programme

Please send CV and covering letter to:

Min Patel (Head of Talent Pathway)

Min.Patel.kent@ecb.co.uk

Applications Close Monday 5.00pm 23rd March 2020.