



Job Title: Events Executive

Department: Commercial Team

Reports to: Head of Events & Fundraising

Salary: £28,000 – £32,000 per annum (depending on experience)

Contract: Full-time, permanent (regular evening and weekend work required)

Location: Hybrid – home-based with regular travel to London office and nationwide event venues

About the PCA

The Professional Cricketers' Association (PCA) is the representative body and trade union for professional cricketers in England and Wales. We deliver a high-profile annual programme of internal, external and fundraising events including cricket hospitality, golf days, the AGM, Futures Conference, and the prestigious annual Awards Dinner.

Job Purpose

To provide hands-on operational and administrative support to the Head of Events & Fundraising in delivering the full PCA events calendar to the highest possible standard.

This is a busy, varied coordination role that requires energy, excellent organisation, and a willingness to “muck in” on site. You will attend most events and must be flexible with working hours (evenings and weekends are standard).

Key Responsibilities

Event Planning & Delivery

- Research and book venues, suppliers, caterers, AV, photographers (including via Getty Images), and other event partners.
- Build and maintain accurate event budgets; track income and expenditure; process invoices and work with the finance team to ensure timely supplier payments.
- Create and manage detailed running orders, host/ambassador briefs, cue cards, table plans, and name cards (digital and print).
- Manage all guest lists, dietary requirements, VIP requirements, and seating plans via the PCA CRM system.
- Send invitations, track RSVPs, and chase responses.

Sport-Specific Delivery

- Cricket events: Confirm final numbers and requirements with venues; arrange ambassador/speaker attendance.
- Golf days: Book tee times, order prizes and branded golf balls, manage VPAR live-scoring system, arrange team hosts and any overnight accommodation.
- Major conferences (Futures Conference, Summit, AGM): Coordinate all logistics including rooming lists, flights (booking and online check-in), transfers, meeting-room set-up, AV, catering, and additional activities.

Marketing & Communications

- Write and update event copy for the PCA website, flyers, invitations, tickets, and programmes.
- Brief the PCA's external design agency and printers; proof and sign off all artwork and printed collateral.
- Order and manage delivery of all event-day materials (signage, banners, drinks, gifts, etc.).

On-Site

- Attend most events to help set up, register guests, troubleshoot, and pack down (manual handling involved).

Person Specification

Essential

- Proven experience in event coordination/operations (1–3 years).
- First-class organisation skills and attention to detail.
- Excellent written and verbal communication.
- Comfortable with both strategic planning and hands-on practical tasks.
- Proficient in Microsoft Office; experience of CRM systems (we use Microsoft Dynamics) is useful.
- Willingness to travel nationwide.
- Flexibility to work frequent evenings and weekends (TOIL given).

Desirable

- Experience within sport, membership bodies, or fundraising is a strong advantage.
- Educated to degree level or equivalent.
- Full UK driving licence.

What We Offer

- Salary £28,000 – £32,000
- 25 days annual leave + bank holidays
- Pension scheme
- Hybrid/remote-first working
- Opportunity to work on high-profile events with current and legendary cricketers
- Being part of a small, friendly team that directly supports the welfare and careers of professional cricketers