

Essex Cricket

Senior Cricket Administrator Essex County Cricket Club

£ Negotiable

Essex County Cricket Club was established in 1876 and is responsible for the delivery of professional cricket in the county. Working closely with the Essex County Cricket Board and the newly formed Essex Cricket and Community Trust, the family of “Essex Cricket” embraces all aspects of the games development from grass roots through to entry into the professional Academy and First Class Cricket.

As part of a restructure we are looking to appoint a Senior Cricket Administrator. This challenging role will embrace in all aspects of the off the field administration of our professional cricket programme. This will include supporting the coaching, medical and cricket centre staff, as well as a having a significant involvement in match day delivery and ensuring the smooth running of all our professional cricket activities.

The successful candidate will report to the Head of Community and Cricket Operations and will be an experienced administrator with empathy for cricket. He or she will be comfortable undertaking a range of duties including taking minutes and multitasking on a number of projects and activities. The role will also include the direct line management of a number of key staff, so experience of heading and developing a small team will be important.

This is a varied and demanding position and not for the faint hearted. If you feel you are up for the challenge please send your CV with a covering letter detailing your suitability for this role to louise.barclay@essexcricket.org.uk , giving details of your current or most recent remuneration.

The closing date for applications is Friday 27th January and it is expected that interviews will be held on 2nd and 3rd February