

## Foundation Administrator

**Immediate start, some home working anticipated, potential job-share available  
£20,000 – £22,000 per annum (35 hours per week)**

Established as the Official Charity of Lancashire Cricket, the Lancashire Cricket Foundation provides high quality experiences that make a positive difference to the lives of the individuals it engages with, in order to grow the appeal of the game at all levels.

Lancashire Cricket Foundation works across the North West to develop and deliver a range of projects, programmes and events designed to engage, excite, inspire and improve individuals through cricket. This ranges from direct school and community delivery for growing participation to fundraising and events to build sustainability, alongside wider responsibilities across the recreational game within Lancashire of governance, club support and coach development.

Increasing and continually developing our administrative capacity is key to supporting the Foundation team in developing a data-driven strategy that works in synergy with local insight, to maximise the impact of the whole team across all aspects of the business.

### The Role

As Business Administrator you will support the development and management teams with: ensuring all first-stage enquiries are dealt with in a timely manner; accurate data collation and provision; co-ordination of courses, activities and events; supporting the governance and compliance processes; and other general administrative support functions.

### The Person

Someone who understands sport  
Has experience of providing administrative support to Managers / Directors  
Professional by nature  
Confident in communicating with people of all ages and backgrounds  
A team player  
Ability to problem solve with/without assistance

We offer a competitive wage, with fantastic benefits which include Pension, Health Insurance, Health Cash Plan, Uniform, discounted hotel and F&B rates across Hilton and also onsite car parking.

Please take a look at the full job description and if you have the experience and skills and a passion for making change and the enthusiasm and energy levels to engage and achieve this, please submit your written application, with current salary, including covering letter and CV outlining why you should be considered for the role. Please send to Alex Bullough, Recruitment and Training Manager at [careers@lancashirecricket.co.uk](mailto:careers@lancashirecricket.co.uk).

Closing date for applications is 25<sup>th</sup> July 2021.