

**Foundation Administrator**  
**Lancashire Cricket Foundation**  
**Full-Time (35 Hours) – occasional evening and weekend working required**  
**Salary commensurate with experience**

The Lancashire Cricket Foundation (LCF) are looking to appoint an Administrator to be the single point of contact for all internal and external LCF cricket and community enquiries, queries and bookings.

As the LCF Administrator you will provide administrative support across all LCF programmes and events as well as to the LCF Executive Director and Senior Management Team (SMT). You will also support the successful implementation and delivery of all LCF Fundraising events.

To be considered for this role you will need to have experience of providing administrative support to senior management teams, have managed bookings, payments and end of day financial reporting and have been involved in the coordination of events. Ideally you will also have an understanding/experience of working within sports clubs, leagues and teams.

LCF works across Lancashire to develop and deliver a range of projects, programmes and events designed to increase participation levels in the game. It is designated as the local governing body for all recreational cricket in the County by the national governing body, The England and Wales Cricket Board (ECB).

Established as the official charity of Lancashire Cricket, LCF provides high quality cricket experiences that make a positive difference to the lives of the individuals it engages with.

We want to hear from you if you think you can provide the administrative support we need to help us on our journey to engage, excite, inspire and improve individuals through cricket.

### **The Role**

Employed by LCF as our Administrator you will have an extensive range of responsibilities including, but by no means limited to, the following:

- Managing and processing all general correspondence received by LCF
- Processing & coordinating all bookings/payments/cancellations/refunds for all LCF operated courses / programmes
- Supporting the Coach Development Officer to administer courses through Cvent/CRM systems
- Coordinating and maintaining accurate data capture & output across various programmes & initiatives
- Administration of funding applications / charity requests
- Ordering, distributing and managing the storage of all kit, equipment and high value items required across all projects and programmes
- Providing administrative support for Lancashire Cricket Foundation Board and LCF Senior Managers
- Provide PA support for members of the SMT as required
- Supporting the Fundraising Manager and Lottery Team on the successful development and implementation of all LCF fundraising events
- Leading on the coordination and administrative organisation of all LCF led competitions

### **Essential Requirements/Skills**

In order to be considered for this position it is essential that you have:

- Demonstratable experience in a similar administrative capacity
- Experience of supporting senior managers/Boards

- Experience of managing bookings, payments and end of day financial reporting
- Experience of event co-ordination
- Experience of establishing and maintaining systems
- Strong verbal and written communication, interpersonal, planning and organisational skills

It would be desirable if you had:

- An understanding of sports clubs, leagues, teams, network / structures
- An understanding of junior cricket coaching / Talent ID processes

In addition, you will need to have the ability and willingness to travel for work and access to your own vehicle or means of transport that will allow you to fulfil the mobility duties of the post.

Please take time to look at the Job Description and only apply if you can demonstrate you have the relevant experience and can meet the requirements of this role.

Can you help make a difference? If so, please submit your CV with a covering letter to [careers@lancashirecricket.co.uk](mailto:careers@lancashirecricket.co.uk).

The closing date for applications is **5pm on Thursday 26<sup>th</sup> May** however, if suitable applications are received prior to this date, we may carry out interviews immediately and look to close the process early should the ideal candidate be found.