

Job Description

Job Title: Foundation Administrator

Name of Jobholder:

Reports to (title): Head of Operations & Data

Department: Lancashire Cricket Foundation

Date: May 2022

Main Purpose of the Job

To be the 'Single Point of Contact' for all internal and external LCF cricket and community enquiries / queries / bookings; provide administrative support across all LCF programmes and events as well as to the LCF Executive Director and Senior Management Team (SMT); support the successful implementation and delivery of all LCF Fundraising events.

Specific Tasks and Responsibilities

Operational Support:

- Process all general correspondence received by LCF, dealing with any first-line queries in a timely manner, otherwise signposting them to the relevant department / staff members
 - Process & co-ordinate bookings/payments/cancellations/refunds for all LCF-operated courses / programmes using a bespoke booking system
 - Support the Coach Development Officer to administer courses through Cvent/CRM systems, assist with the co-ordination of tutors / facilities / resources, and ensure any compliance needs for staff are complete and current
 - Coordinate and maintain accurate data capture & output across various programmes & initiatives using various systems (mainly MS Excel), to provide quantitative and qualitative reports to support the LCF SMT
 - Administer all LCF Play-Cricket activity through the appropriate competition sites
 - Administer funding applications / charity requests received (from cricket clubs / leagues / individuals / other organisations) in line with agreed processes and systems
 - Order and distribute ECB team cards and guidelines to leagues on an annual basis
 - Order, distribute and manage storage of all kit, equipment and high value items required across all projects and programmes (i.e. cricket balls / coaching equipment / other resources / memorabilia etc)
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- Maintain the mobile phone / IT hardware allocations for all LCF staff, monitoring usage on a monthly basis and coordinating upgrades / repairs when required
- Relevant administration support for Lancashire Cricket Foundation Board and LCF Senior Managers meetings including the collation and distribution of agendas and minutes.
- Provide administrative support for any other projects / programmes as required from time to time
- Provide PA support for members of the SMT as required from time to time (minuting meetings, producing presentations / slides, managing calendars, organising meetings / room bookings / catering / travel arrangements).

Events & Competitions:

- Support the Fundraising Manager and Lottery Team on the successful implementation of all LCF fundraising events
- Support the Fundraising Manager with the development & implementation of new fundraising events and initiatives
- Provide administrative & co-ordination support for major events including the End of Season Awards Dinner and Schools Open Day
- Lead on the coordination and administrative organisation of all LCF led competitions including the Lancashire Knockout Cup, Indoor KO, Junior Competitions, ECB competitions etc.

Office Systems & Procedures:

- To coordinate office / desk space requirements & bookings for the whole Lancashire Cricket Foundation team.
- To maintain the hard / electric copy filing systems, including responsibility for communicating messages and maintaining accurate records for A/L, sickness, absence etc for all LCF staff.
- To maintain the 'Office Manual'; updating all policies and procedures and informing staff of relevant changes.
- To coordinate and monitor the vehicle calendar in relation to all bookings and ensure any staff using the company vehicles have completed the relevant paperwork.
- To be responsible for the signing in and out of all keys held by LCF (storage, vehicles etc.).

Professional Standards:

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Work flexible hours to include some evenings and weekends as required.
- Follow all relevant policies & procedures and undertake all training required to meet the evolving needs of the role (e.g. GDPR, Health & Safety, financial management, DBS verification).
- Engage in a managed continuous personal development plan, based on a learner centered approach and the needs of the role.

- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners.
- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post

Knowledge / Experience / Skills Needed

MINIMUM REQUIREMENTS	Essential / Desirable
1. Skills and Knowledge <ul style="list-style-type: none"> • An understanding of sports clubs, leagues, teams, network / structures • An understanding of junior cricket coaching / Talent ID processes • Strong verbal and written communication, interpersonal, planning and organisational skills • Be self-motivated and have the ability to motivate others • Excellent attention to detail • Ability to review and adapt • Ability to work both within a team and unsupervised • Ability to meet agreed targets • Good IT skills specifically Microsoft Office, Windows • Specific proficiency using MS Excel • Excellent IT skills across a variety of packages and platforms • GDPR / Health & Safety 	D D E E E E E E E D D D
2. Experience/Qualifications/Training etc. <ul style="list-style-type: none"> • 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 • Experience of administration in a busy office environment 	E E E E D
3. Work-Related Circumstances <ul style="list-style-type: none"> • A flexible working policy is in operation and required • An expectation that work will be required out of normal office hours from time to time • This is a casual car user post – applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post 	E E E

Assignment and planning of work

Head of Operations & Data; all members of the Management Team

Some home-working is anticipated within the role and a potential job-share could be considered on a pro-rata basis.

The role is available for an immediate start.

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed
