

Cricket Officials & Coaches Administrator

Do you have the passion and desire to make an impact to cricket across Scotland?

Cricket Scotland are seeking a **Cricket Officials & Coaches Administrator** to help drive change and growth, as we embark on a new 4 year strategy.

Cricket Scotland has a simple vision – to inspire the country to choose cricket. And we are looking for new colleagues to help us achieve this.

We welcome applications from people of all backgrounds and communities. We particularly encourage applications from disabled people, women and those from ethnically and culturally diverse communities – all of whom are currently under- represented within Cricket Scotland.

Purpose of the Role

We are looking for an experienced administrator to support Cricket Scotland's Match Official's Association, the CSMOA, and to support the development of cricket coaches throughout the country.

Within this role, you will provide a range of administration tasks including secretariat, processing payments, collecting data, communicating with the CSMOA membership as well as providing administrative support for training and development events for scorers, umpires and coaches.

The ideal applicant will have knowledge of all elements of a sports administration with previous experience of secretariat, financial and membership management. You will be able to demonstrate experience of collaborative partnership.

Within this role, the post holder will:

CSMOA Administrative Support

- Act as the point of contact for any general enquiries to CSMOA including arranging meetings of the Management Committee and circulation of meeting minutes in a timely manner
- Creation of invoices to stakeholders for match official fees & or expenses, where appropriate
- Processing of match official payments on a regular basis
- Administrative support at meetings scheduled by office bearers.
- Provide assistance with scheduling, booking & advertising of training and / or education events run by CSMOA.
- Assistance with collation of data on umpires to support the Umpires Manager.
- Assistance with collation of data on match officials to support the Appointments Manager.

Officials & Coach Development and Assessment

- Support the Scorer Manager with the administration of scorer training courses and assessments for scorers
- Support the Domestic Umpires Manager with the administration of the umpire assessment process
- Support the development of content creation for Sport Scotland's online platform, Brightspace.
- Support the coordination of face-to-face and online coaching conferences, workshops, and key events throughout the year.
- Support the development of a programme of tutor education, training and CPD courses at all levels.

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United

Determined

Excellence

Inclusive

Dynamic

Integrity

Education Course Management

- Plan and manage the booking and coordination of face-to-face and blended learning education courses delivered by Cricket Scotland.
- Support departments in the delivery of development programmes for leaders, coaches, and teachers
- Liaise with development staff to ensure educational courses are available in the right locations and times to meet current and anticipated future demand.

Miscellaneous

- Support coaches with safeguarding process queries.
- Monitor and report on the status of learner journeys
- Monitor and report on budgets

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Skills, knowledge and experience

You will be highly organised and able to provide high quality administrative support to our officials and coaches at all levels and throughout the country.

To be considered for this role you should be able to demonstrate:

- Clearly demonstrate knowledge and understanding of sports administration,
- Well organised with excellent communication skills,
- Confident in handling figures, processing payments and financial record keeping,
- A good understanding of and commitment to Equality Diversity & Inclusion,
- Clearly demonstrate the ability to engage with key partners and maintain good working relationships with internal and external stakeholders,
- Experience of working with membership systems or databases,
- IT literate including Microsoft office programmes.

You should also be able to demonstrate:

- The ability to work with key internal and external partners and develop good working relationships and build trust.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Excellent organisational skills.
- Ability to prioritise tasks, meet deadlines and work on own initiative.
- Ability to work as part of a team and independently.
- Enthusiastic and highly motivated with the ability to motivate others.
- Flexible approach to adapt to the needs of the role.

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Hours of Work

This is a full-time role, working an average of 37.5 hours per week. Due to the nature of the business, a flexible approach to working hours is to be expected; there may be a requirement to be flexible in relation to working hours, which may include working in evenings or weekends.

Place of Work

Please note successful candidates will be required to live in Scotland and be able to work in the UK and have a Visa that allows the candidate to undertake this form of employment in the UK.

Application Process

To apply for this post, [click to head to our recruitment portal](#).

You will thereafter provide your contact details and upload a copy of your CV, along with a covering letter, on to our portal.

We would also encourage all applications to complete our diversity monitoring form which can be found [HERE](#).

Closing date for the post is **Friday 19th April 2024** with interviews planned to take place from Tuesday 23 April 2024.

For more information on the job and person specification please contact Paul Macari @ paulmacari@cricketscotland.com or Nicola Wilson @ nicolawilson@cricketscotland.com

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