



JOB DESCRIPTION

JOB TITLE: East Midlands Women's Cricket League Administrator

DEPT: East Midlands Women's Cricket League (EMWCL)

REPORTS TO: EMWCL Chair / DCF Managing Director

The East Midlands Women's Cricket League (EMWCL) caters for all levels of experience and ability for women's teams across the East Midlands region (Derbyshire, Nottinghamshire, Leicestershire & Rutland, Northamptonshire and Lincolnshire), the aim to provide a competitive, constructive and enjoyable cricketing experience for our members. In 2023 the league had 150 teams, playing in 21 divisions across three playing formats of cricket; traditional long format hardball (45/40/35 overs), Super 8s hardball pairs and Soft Ball pairs. The league have an offer to suit all levels of team development in women's cricket, from Premier standard hardball to introductory league soft ball, and divisions to suit both developmental and introductory hardball teams.

The administration role can be carried out from home or from any of the 5 East Midlands County offices. The position provides an opportunity for the EMWCL Administrator to work flexibly and this is likely to include the occasional requirement to participate in some evening and/or weekend activities such as committee meetings.

Purpose and Focus of the Role

The EMWCL Administrator will work closely with the league Chair and each of the 5 East Midlands Counties to effectively and efficiently administer the day to day running of the league. The EMWCL Administrator will co-ordinate fixtures and communicate with a wide range of people within the league structure to ensure the league continues to deliver high quality cricket competitions.

The main areas of responsibility for this role can be divided up as follows:

League Secretary	Carry out the duties of the league secretary
Play-Cricket	Responsible for the management of the league play-cricket site
League Fixtures	Develop and coordinate all league fixtures
League Management and Logistics	Responsible for league logistics, including ordering of match balls and player registration
League Discipline and Discrimination	Responsible for the administration of the leagues discipline procedures and administration of any breaches of the Anti-Discrimination Code.
Social Media	Responsible for coordinating and operating the leagues social media channels.

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Principal Responsibilities (main duties)

1. League Secretary

- Organise, serve notice and attend key meetings, including committee meetings and general meetings.
- Be the first point of contact for league members
- Taking and distributing minute
- Ensure all governing documents are maintained to a high standard
- Dealing with all correspondence
- Attending to league affiliations
- Ensuring insurance is up to date and relevant
- Maintaining up to date records and reference files
- Manage player registrations and player loans

2. Play Cricket

- Set up all league fixtures on play-cricket
- Work with member clubs to ensure they maintain their play-cricket site in line with league requirements
- Check scorecards and results on a weekly basis during the league season
- Work with clubs to ensure score cards are uploaded in full as per league rules
- Work with County leads to deliver annual play-cricket training workshop

3. League Fixtures

- Collate team entries annually
- Develop fixtures with the support of the county leads for each division and communicate fixtures with each club
- Work with clubs to identify any clashes with other league fixtures at their club

4. League Management and Logistics

- Work with suppliers to order match balls annually
- Co-ordinate the distribution of match balls and team cards
- Ensure all players are registered on play-cricket
- Liaise with Umpire Appointment Officer to ensure fixtures have the relevant officials appointed

5. League Discipline and Discrimination

- When disciplinary or discrimination issues arise work with relevant county to ensure matters are dealt with in line with league rules and regulations and in line with ECB General Conduct Regulations
- Provide administrative support to each county throughout any investigations
- Communicate roles and responsibilities to all clubs with regards to behaviour and conduct
- Review and maintain league regulatory policies and procedures in line with ECB Regulations.

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6. Social Media

- Develop an annual media plan that enables growth across all social media platforms
- Develop and coordinate regular content
- Promote the league and it's members through social media content

Knowledge and Experience

- Committed to growing the Women's game
- Good understanding of cricket regulations.
- Experience of using a Play-Cricket
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Ability to work effectively across a multi-agency professional and volunteer network
- Experience of creating and sustaining strong relationships.
- Knowledge and experience of using a range of social media platforms
- Good programme management skills and ability to prioritise and work to deadlines.
- Excellent communication and interpersonal skills (including social media)
- Be self-motivated and have the ability to motivate others
- Demonstrable organisational skills
- Good time management skills
- Experience in minute taking
- Understanding and experience of reviewing and writing policy/regulations
- Knowledge of ECB's Game wide strategy (Inspiring Generations)
- 'Safeguarding Children' trained or, commitment to achieving this within a short period of time
- ECB DBS checked or, a commitment to achieving this within a short period of time
- Ability to travel independently between sites (Full and valid driving license desirable).
- Willingness to work 'unsocial' hours, including evenings and weekends where required.
- Computer literate, in particular MS Office
- Committed to their own personal professional development
- Ensure the health, safety and welfare of yourself, participants and others at all times
- Perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users

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Package:

Salary: £8,580 per annum based on 15 hours per week (0.4FTE)

Expenses: 40p per mile will be paid for travel to duties directly related to your work for the EMWCL. This does not include travel to and from work
Mobile phone and laptop provided

Pension: Pension Scheme Available

Hours of work: 15 hours per week to include work on evenings and weekends as well as during the day on weekdays as required.

Holiday: 10 days holiday per annum (based on 0.4FTE), plus 8 public holidays.

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Job requirements

CRITERIA	Essential	Desirable	* Assessment Method
QUALIFICATIONS/TRAINING/EDUCATION			
Up to date Safeguarding		Y	A/D
ECB DBS Checked	Y		A/D
EXPERIENCE / KNOWLEDGE			
High levels of energy and enthusiasm and the desire to succeed	Y		A/I
Excellent knowledge and experience of operational planning & implementation, monitoring & evaluation of programmes and processes	Y		A/I
Experience of working with a variety of partners		Y	A/I
Experience of creating and sustaining strong relationships.	Y		A/I
Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.	Y		A/I
Excellent administrative skills and evidence of project work	Y		A/I
Knowledge and experience of using a range of social media platforms		Y	A/I
Experience of using a Play-Cricket		Y	A/I
Experience in minute taking		Y	A/I
Understanding and experience of reviewing and writing policy/regulations		Y	A/I
OTHER SKILLS			
Strong interpersonal and communication skills	Y		A/I
Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes	Y		A/I
Ability to work independently and as part of a team	Y		A/I
Motivated, enthusiastic attitude and able to work effectively on own initiative	Y		A/I
Experience of monitoring and evaluating the impact of sessions and programmes		Y	A/I
OTHER CONDITIONS			
Own transport, full UK driving license and able to work from various locations		Y	A/D
Ability to be flexible and able to work evenings and weekends as required	Y		A/I

*A = Application (CV) D = Documentary evidence

I = Interview

T = Test

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