



Job Title: Participation Administrator
Responsible to: Director of Participation
Contract: Full-time, permanent
Location: Edinburgh

Exciting role working for a progressive sports governing body

Cricket Scotland is the national sports governing body for cricket in Scotland overseeing the development and growth of the game from grassroots through to professional athletes competing on the world stage.

Cricket Scotland has the motivational aim of `Inspiring Scotland to Play Cricket` as we seek to grow the reach and popularity of the sport to unprecedented levels.

Key to this strategy is the operational support we provide to the development of the grassroots game. The Participation Administrator role will be responsible for providing administrative support for Cricket Scotland's participation programmes and domestic cricket operations. This will include; primary club liaison, all Cricket Scotland cup competitions, Eastern Premier League secretary, coach education and development, PVG scheme membership, Cricket Scotland disciplinary, facility monitoring, and website/social media support for grassroots cricket.

This is a broad and challenging role that requires an organised, energetic, customer focused individual that will compliment our Participation team and is comfortable managing a range of operational tasks.

Closing date for the post is **Friday 9th March, 12noon** with interviews planned to take place the following week.

To apply, please send a CV and supporting letter to – susannisbet@cricketscotland.com

This position will involve regulated work with minors. All partners have an open and positive stance on child protection, and therefore, all candidates will require PVG Scheme membership to be considered for the position.

Cricket Scotland is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Role Title:	Participation Administrator
Main Purpose:	To support the delivery of domestic cricket and participation programmes
Responsible to:	Director of Participation
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	37.5 hours per week
Outline of Role:	The role will be responsible for providing administrative support for Cricket Scotland`s participation programmes and domestic cricket operations. This will include; primary club liaison, all CS cup competitions, EPL secretary, coach education and development, PVG scheme membership, new growth programmes, CS disciplinary, facility monitoring and evaluation, Equality framework requirements, ICC census reporting, and website/social media support
1 Club Liaison	<p>Primary point of contact for club communications relating to all administrative domestic cricket matters.</p> <p>Key admin duties around club membership to Cricket Scotland and managing this through the Go Membership system, including payment of all fees</p> <p>Provide support and advice for clubs seeking overseas players and issue Governing Body Endorsements as required</p>
2 Cricket Scotland Cup Competitions	<p>Administer all Cricket Scotland Senior and Junior Cup Competitions. This includes collating entries, providing draws, collating and publishing results, coordinating finals days and working with the Events Manager to deliver finals day events.</p> <p>Competitions responsible for:</p> <p>Senior - Scottish Cup, Challenge Cup, Murgitroyd T20, Women`s Scottish Cup T20</p> <p>Junior - U18/15/13 Scottish Cup, U15/13 ECB Cup</p>
3 CSL Eastern Premier League Secretary	<p>Responsible for the league administration of the EPL - issuing fixtures, ordering balls, monitoring umpires` and captains` match reports, processing player registrations, dealing with league disciplinary cases</p> <p>Act as the secretariat for the East League Management Group attending all meetings and taking meeting minutes</p>

	Responsible for arranging the Club Championship Play-off against the winners of the WDCU Premier Division.
4 Coach Education and Development Admin	<p>Provide the administrative support for the coach education and development programme. Duties include:</p> <ul style="list-style-type: none"> • Managing all course bookings on the ECB Coach Education system. Primary contact with ECB Coach Education team and 1st4Sport to ensure all courses are set up, resources delivered, and certification triggered • Provide regular updates from the ECB Cvent system to CS staff on candidate progression towards course completion • Ensure all course bookings and Coaches Association membership are done through Go Membership • Responsible for the admin support for the Cricket Scotland Coaches Association. Duties include all communications to members and delivering the benefits package for members
5 PVG Scheme Membership Admin and Child Wellbeing and Protection support	<p>Responsible for managing the PVG process for Cricket Scotland and member clubs. Duties include:</p> <ul style="list-style-type: none"> • Process PVG Application Forms on behalf of clubs. • Maintain Cricket Scotland records of PVG applications processed and advise clubs of the outcome of applications • Coordinate training opportunities in conjunction with CS Child Wellbeing and Protection Officer
6 Admin and compliance for new participation programmes and tools	<p>Responsible for monitoring club compliance with minimum operating requirements for hosting All Stars Cricket</p> <p>Admin support for roll out of the new Club Self-Evaluation Tool and managing access to that online system for clubs</p> <p>Admin support for new female specific programmes – CricHIIT and Women`s Softball festivals</p>
7 Cricket Scotland Disciplinary	Provide the administrative support for the Cricket Scotland Disciplinary process and procedures, and any appeals that escalate from regional leagues
8 Facilities Monitoring and Evaluation	<p>Collate and maintain an accurate database of all club/school facilities in Scotland</p> <p>Collate facility and pitch reports and maintain a matrix that allows CS to monitor and evaluate the performance of facilities and recommend improvements</p> <p>Conduct analysis on facilities to help inform CS on future opportunities, challenges/threats, and targeted support for clubs</p>
9 Equality, Diversity and Inclusion Admin Support	Provide administrative support to the Head of Participation in achieving minimum operating requirements for Intermediate Level on the Equality Standards Framework. Tasks will include:

	<ul style="list-style-type: none"> • Keeping accurate records of all EDI activities linked to the Equality Framework and targeted investment from sportscotland and partners • Act as secretary for the Equality, Diversity and Inclusion Advisory Group • Compile quarterly EDI newsletter for circulation
10 ICC Census	<p>Collate all required data and evidence from across Scotland for the Annual ICC Census return and upload to the system.</p> <p>This return goes directly towards our ICC Scorecard rating</p>
11 Committees	<p>Chair Domestic Cricket Committee - meets approx. 3 times per year</p> <p>Secretary to Competitions Management Group - responsible for the management of CS competitions</p> <p>Secretary to East League Management Group - as mentioned above</p> <p>Secretary and CS staff representative to the Domestic Officials Committee</p>
12 Website and Social Media	<p>Drive the production of regular content for all `participation` activities on CS website and social media channels</p>
13 Working Hours	<p>Due to the nature of the business a flexible approach to working hours and the 37.5 hour contracted working week is to be expected. There will be some weekend work required</p>

Person Specification

- A high level of people skills
 - strong customer service focus and comfortable in dealing with a range of stakeholders, including clubs, schools, CS staff, Regional Associations, ECB, Local Authorities etc
 - able to develop effective working relationships quickly
 - able to enthuse, motivate and encourage
- Excellent administration skills and the ability to set priorities and deliver objectives efficiently:
 - able to work on own, with direction
 - able to coordinate a range of activities simultaneously
 - attention to detail with regard to administrative/recording requirements
- Excellent communication skills, both verbal and written
 - commitment to the provision of high quality and timely responses to information
- Excellent IT skills (Microsoft office/web/email) and experienced in operating various booking and CRM systems
- Comfortable in using social media tools and other digital platforms as tools to create engagement
- An understanding of and commitment to equality of opportunity and diversity