

## **WDCU Administrator**

The Western District Cricket Union ("WDCU") has responsibility for the organisation of all cricket in the west of Scotland under an agreement with Cricket Scotland ("CS"). A cricket administration service is required to fulfil this.

This important role, a detailed description of which is available upon request, includes the following key elements:

- Administration of all cricket competitions under the auspices of the WDCU, including league and cup competitions.
- General administrative, secretarial and advisory support to the WDCU Office Bearers, Executive Committee, and sub Committees as required to assist them in fulfilling a schedule of several hundred fixtures in a typical season.
- Being the principal contact point for WDCU members.
- Regular updating of information on the WDCU website and other social media as appropriate.

The service will be provided via a contract, either from a self employed individual or a corporate entity. Although there are no set hours, there will be a requirement to provide certain service levels to the WDCU and its member clubs. Given the seasonal nature of the sport it is envisaged that the off season time requirement will be less than that of the period leading up to and including the season itself. It is estimated that the time commitment will be approximately 20 hours per week averaged on an annual basis.

Requirements for the role include:

- Good organisational abilities, and attention to detail.
- Strong communication skills.
- Ability to liaise effectively with various other bodies.
- Good computer skills including Word and Excel. Additionally, the successful candidate would be expected to assimilate quickly knowledge of the systems applications required to manage the website and score submission system.

Applicants should ideally have a good knowledge of the game of cricket and it will be a distinct advantage to have some background in sports administration. However, a well qualified candidate with limited cricket knowledge will be considered. It is expected that the applicant will quickly assimilate the governance and operational structure of the WDCU.

The Administrator will be responsible for providing their own working environment. Evening and weekend working will be required, along with some travel to attend WDCU meetings. Therefore, the successful applicant will either reside in the west of Scotland or be able to travel independently to attend these meetings. The successful applicant will report to the WDCU Executive Committee via the Secretary, although it is expected that the role will require minimal supervision.

Payment for the role is expected to be in the region of £12,000 per annum. Applications should be sent to the WDCU Executive Secretary, Mark Colman at [markcolman@aol.com](mailto:markcolman@aol.com) from whom a more detailed contract specification can also be obtained. The closing date for applications is Monday 7<sup>th</sup> May 2018.