



Cornwall Cricket

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Cornwall Cricket

Appointment of NED Director of Finance (Volunteer)
Candidate Brochure Text – May 2024

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Welcome

To Whom It May Concern:

As the governing body for cricket in the historic county of Cornwall, Cornwall Cricket Board Limited (CCB) plays an important role in changing the lives of people and their communities through the sport.

The next year is a vital, but it is also an exciting opportunity for Cornwall Cricket. Cornwall Cricket is currently a Ltd Company, but has recently decided to pursue becoming a Charitable Incorporated Company (CIO). The current strategy has become redundant, resulting in the need to complete the next strategy for the next period of time and we also need to become financially sustainable or less reliant on the ECB, becoming a CIO will help us achieve this vision.

Cornwall Cricket has been very fortunate over the recent past with the recruitment of an excellent group of directors, all of whom are very able to grow the development of recreational cricket in Cornwall.

Over the recent past, Cornwall Cricket has had some exciting developments. We have grown the professional staff to eleven members with areas of responsibility within the game. We have been fortunate to acquire funding for Disability cricket from the Lord Taverners which has enabled us to start and grow a sustainable disability programme of Super 1s and in 2024 of a County Disability side will be entering into competitive cricket for the first time. CCB has initiated the women's 100 and indoor 50, a franchise format for women and girls to participate in elite cricket in Cornwall both outdoor and indoor.

This is an exciting opportunity for someone to come in drive financial sustainability and growth which will lead to inspiring the next generation of cricketers and have a therefore have a positive impact on the health and wellbeing of people across Cornwall.

We wish you all the very best and thank you for considering the opportunity to support Cornwall Cricket.

Derek Law (MBE)
Non-Executive Chair

About Cornwall Cricket

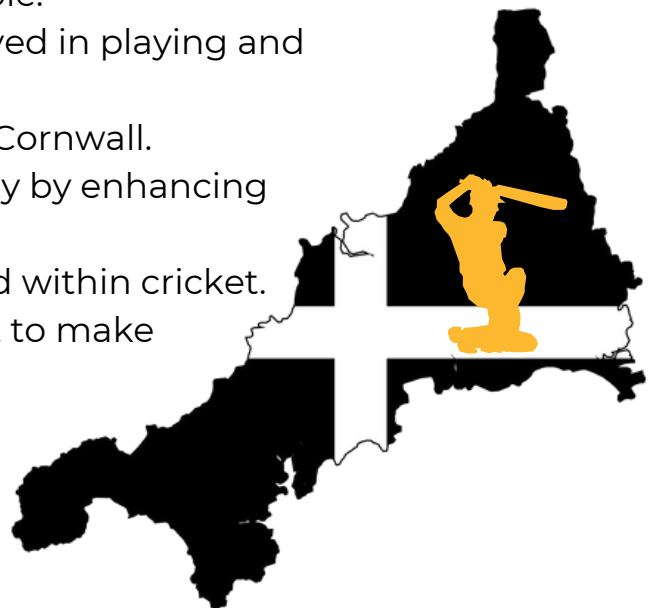
Cornwall Cricket Board (“Cornwall Cricket”) is the official governing body for all cricket in Cornwall – whether that be the men’s and women’s games, boy’s and girls’, or disability. We are responsible and accountable for the strategic management, development and conduct of the sport in Cornwall. We were formed in March 1996 to bring together all the cricketing bodies in the County under one umbrella.

Our Vision

Our vision is to grow healthy cricket communities by providing opportunities for participation and potential, allowing people to discover and share their enjoyment and passion for cricket.

In pursuit of this vision, our objectives are to:

- Grow participation in Cornwall.
- Make cricket accessible for all people.
- Grow the number of females involved in playing and volunteering in Cornwall.
- Grow the number of volunteers in Cornwall.
- Make cricket part of the community by enhancing engagement.
- Increase the enjoyment people find within cricket.
- Develop the facilities within cricket to make them family friendly.



Purpose

Our primary purpose is to provide the forward strategy for cricket's growth in Cornwall, and we do this in many ways, such as by running the County Age Group programme for cricketers, but also by running coaching and officiating courses on an annual basis.

Our professional staff travel extensively throughout Cornwall, delivering cricket in schools and assisting with National Programmes (such as Dynamos and All Stars), all in an effort to enhance participation.

We also run the Winter Indoor League, the Women's Indoor 50 and other leagues, in addition to the Cornwall Cricket Centre in Truro, where we have our offices.

Member organisations are:

- Cornwall Cricket League
- Cornwall Cricket Women
- Cornwall County Cricket Club
- Cornwall Cricket Youth
- Cornwall Association of Cricket Officials
- Cornwall Cricket Grounds Association
- Cornwall Cricket Trust

For further information about our member organisations and how we work.
<https://cornwallcricket.co.uk/about-us>

Staff

Our professional team of 11 is led by Joe Skinner, the Managing Director in charge of the Cricket Development team.

For more information about our staff and their responsibilities.
<https://cornwallcricket.co.uk/about-us>





Board members

The Chair is responsible for the Directors of Cornwall Cricket, comprising of:

- NED Chair – Mr Derek Law
- Managing Director – Mr Joe Skinner
- Company Secretary – Mr David Price
- Director of Finance – Mr Peter Howells (Standing Down)
- Director of Recreational Cricket – Mr Tim Law
- Director of Representative Cricket – Mr Justin Stephens
- Director of Women and Girls – Mr Robin Trethowan
- NED, People, Governance & Risk – Ms Danni Peal
- NED, Safeguarding – Mr Adam Widdison
- NED, Director – Mrs Tamsin Heayn
- NED Director – Mrs Sharon Dee

Safeguarding

Cornwall Cricket Board prides itself on taking safeguarding extremely seriously and we operate a safer recruitment process. Directors will undergo references and will be required to have a DBS check when in regulated activity. Cornwall Cricket abides by the 'ECB Safe hands' Policy for cricket, this can be found here:

<https://cornwallcricket.co.uk/about-us/policies/safeguarding-policy.html>

Cornwall Cricket Board has a nominations committee that will complete the shortlisting and interview process.

The Opportunity

As we approach the next exciting state in our development, we are seeking to recruit a new volunteer Director of Finance to financially support Cornwall Cricket grow the game in all its forms across the County, in terms of its prominence, engagement, and participation.

As Director of Finance, you will be responsible for providing effective financial governance and leadership to the Board of Directors of Cornwall Cricket. You will define and drive financial operations, processes and sustainability of our organisational vision. This includes financial matters such as budgeting, project planning, reporting and forecasting. In the event of becoming a CIO, the position will be responsible for reporting to the Charities Commission and managing the financial processes aligned with being a CIO, e.g. Gift Aid.

The Role

The role of the volunteer Director of Finance at Cornwall Cricket is:

- Manage Cornwall Cricket Boards finances and report to the Board bi-monthly and at the General Meetings.
- To annual report to Companies House, or Charities Commission dependent on structure.
- To work with the payroll and audit provider annually.
- To work with the CCB Bookkeeper monthly to support budgeting and reporting.
- To support Cornwall Cricket's delivery of the financial strategy for cricket in Cornwall.
- To support the financial sustainability of Cornwall Cricket.
- To Chair the Finance Committee of the Board and be responsible for setting the agenda on a bi-monthly basis in accordance to the CPA Strategy and Risk and Opportunities for CCB.

- To be an active member of the People Governance and Risk CCB Sub Committee.
- Strategically review the financial processes and policies and advise where needed.
- To work with the Managing Director and bookkeeper on developing, managing and maintaining annual budget for Cornwall Cricket Board.
- To work with the ECBs financial team annually.
- To support the Cornwall Cricket Professional Staff responsible for delivering the financial strategy, budgeting and financial processes, in particular the:
 - Managing Director
 - Pathway Manager
 - Cricket Centre Manager
- Development and maintain a sustainable business plan for Cornwall Cricket Centre
- Support the member organisations with their processes and financial systems.

As Director of Finance, you will:

- Plan, prepare and report the financial position of the Board for Executive committee meetings and the AGM.
- Ensure that a successor is found before the term of office finishes.

Term of Office:

Non-Executive Directors are elected for a term of three years, but initially 'staggered' to avoid all terms maturing at the same time. Directors can serve for a maximum of three years and for a maximum of three terms (9 years maximum). The Chair is elected to serve for a term of three years, for a maximum of two terms (6 years maximum).

Time Commitment:

- Board/Executive meetings – attendance at a minimum of 6 Cornwall Cricket Board meetings annually, and 2 CCB and Member Organisation meetings annually.
- Committee meetings – attendance at the Finance committee meeting (4) and the People Governance and Risk committee meeting (4)

- AGM – this is usually in March/April and the date is set in advance. Board Directors are expected to attend this event.
- Cornwall Cricket official activities – Board Directors are asked to attend official events such as presentations, competition finals and relevant meetings to their position. This is accepted to be on an ‘as available’ basis and is therefore not specified as a number of events/days.

Remuneration:

All Board Directors, other than the Development Manager/Lead Officer, are non- executive roles and therefore voluntary and unpaid. Mileage is paid to Board members at a set rate of 40p per mile. Other reasonable expenses are reimbursed such as rail travel, hotel costs, bridge tolls, etc.

This is an opportunity for a passionate, strategic, and inclusive leader to contribute to Cornwall Cricket as it develops and diversifies its reach across the County. As we approach a new strategic era, we are seeking someone passionate about effective sports governance, equipped with the enthusiasm and commitment to drive forward our vision and achieve our strategic objectives.

All Directors of Cornwall Cricket are expected to:

- Uphold the highest ethical standards of integrity and probity.
- Uphold the company values
- Bring valuable experience to the Board.
- Support, where and when necessary, the Development Manager/Lead Officer and Professional Staff in their leadership of the business while monitoring their conduct and performance.
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately.
- Listen sensitively to the views of others, inside and outside the Board.
- Gain the trust and respect of other Board Directors and the membership.
- Promote the highest standards of corporate governance for Cornwall Cricket and seek compliance at every opportunity.
- Promote the strategic interests of Cornwall Cricket internally and externally.
- Avoid situations where the interests of Cornwall Cricket conflict with personal interests or duty to a third party.

Person Specification

Essential Experience

- A good knowledge of accountancy, budgeting and financial processes
- Extensive track record of building and maintaining strong relationships with a range of stakeholders, both internal and external.
- Experience of working in a financial governance capacity.
- Shaping, influencing, and working within contemporary governance structures.
- Senior strategic leadership experience.
- An understanding of financial regulation, either through Companies House or the Charities Commission.

Knowledge, Understanding, and Skills

- An awareness of the local, regional, and national financial networks relevant to cricket.
- A connection to Cornwall would be considered a helpful asset to engage with stakeholders in the County.
- Understanding of the codes and standards of contemporary governance.
- A passion for, and knowledge of, cricket.
- A commitment to widening participation of the sport, particularly in our areas of strategic importance.

Desirable personal skills and knowledge

- To be or have knowledge as a Chartered Accountant
- To have a knowledge of Tax
- To have knowledge of payroll, pension and HR practices
- To understand the company/charities sector

Person Qualities

- Integrity.
- Credibility.
- A willingness to lead.
- Independence and objectivity.
- Tact and diplomacy.
- Influential.
- Passionate about sport.

How to Apply

For information on how to apply, please visit <https://cornwallcricket.co.uk/about-us/vacancies.html>. Candidates wishing to apply should submit an application form (including comprehensive details of key achievements and responsibilities) which fully addresses the competencies outlined in the role description and person specification. The application form can be found on the web page, please follow the above link.

Closing date for applications is the 30th June 2024, 5:00pm.

Please send applications to Joe Skinner (Managing Director) at joe.skinner@cornwallcricket.co.uk

If you wish to call and discuss, please do so, on 07785722251

Accessibility

For a conversation in confidence, or should you require access to these documents in alternative formats, or if you have comments that would support us to improve access to documentation, or our application processes more generally, please contact Managing Director, Joe Skinner at joe.skinner@cornwallcricket.co.uk or 07785 722251

Inclusion

Cornwall Cricket Board believes that excellence will be achieved through recognising the value of every individual. A broad range of perspectives, backgrounds and opinions amongst our global community of colleagues is crucial in maintaining our culture of openness, intellectual curiosity, and creativity. We take an active role in supporting under-represented communities and groups in becoming better and more fairly represented in the leadership of all organisations. We would welcome applicants from under represented groups within cricket. We also know that diverse and inclusive teams have a positive impact on our ability to identify, engage and secure candidates from these groups.

Our commitment to inclusion across race, gender, age, religion, sexual orientation, identity, and experience drives us every day – for clients, for candidate identification and in the recruitment, development and retention of colleagues.

To ensure inclusion on the basis of age, disability, ethnic or national origin, family circumstance, gender, gender identity, marital status, nationality, political or religious beliefs, race, socioeconomic background, sexual orientation, we would like to specifically invite applications from under-represented groups.

Data Protection and Privacy

Protecting your personal data is of the utmost importance to Cornwall Cricket Board and we take this responsibility very seriously. Any information obtained by us is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our members for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in.

As defined under the General Data Protection Regulation (GDPR) Cornwall Cricket Board is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'Legitimate Interests'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website:
<https://cornwallcricket.co.uk/about-us/policies/gdpr.html>