



# Cornwall Cricket

**RECRUITMENT PACK**

**CCB Administrator**

# **About Us**

## **What is Cornwall Cricket?**

Cornwall Cricket Board (CCB) exists to make cricket accessible, available, and enjoyable for people in the county. It is one of the 39 County Cricket Boards that make up the England & Wales Cricket Board (ECB) and is responsible for all ECB programmes in Cornwall.

Established in 1995, the Cornwall Cricket Board also promotes and develops the game of cricket in the entirety of Cornwall, serving as the governing body for the game in the county through partnerships with cricketing bodies and other appropriate agencies. The Board became a Company Limited by Guarantee in 2011 and is in the process of gaining charitable status. It trades under the name of Cornwall Cricket Board.

Cornwall Cricket Board is responsible for all participation and growth activities, supporting recreational cricket, county age group cricket, and talent pathway programmes across the County. The Cornwall Cricket Board works across a variety of cricket leagues, member associations, educational establishments, facility providers, clubs, community groups, and other organisations to deliver its vision and strategy.

## **Vision and Strategic Priorities**

**“To inspire a generation to say “cricket is a game for me”, by aspiring to be the healthiest and most inclusive team sport in Cornwall”**

The Strategic Priorities for Cornwall Cricket Board from 2025-2029 are:

- **Grow the game.**  
To expand participation in all aspects of the sport, help clubs and organisations grow their capacity and remove barriers to participation.
- **Be the best.**  
To create relationships, pathways and development opportunities for talented individuals in all fields of the sport to reach their potential.
- **Build for the future.**  
To ensure we have the funding, facilities and governance needed to develop the game now and in the future.

Fundamentally, we believe that cricket is a powerful way of connecting & developing communities, building friendships and helping people to achieve through being involved in our wonderful game.

Examples of our work can be found at <https://cornwallcricket.co.uk/>

## **Role Description**

### **Purpose**

Cornwall Cricket Board is proud of the positive impact it makes on cricket and the wider community.

The Administrative Officer is responsible for providing comprehensive administrative, operational, and organisational support to ensure the smooth and efficient running of the business. This role is central to maintaining effective internal processes, coordinating communication, supporting

management, and contributing to a positive organisational culture. Done well, it's the role that will serve as the glue holding the wider team together.

## **Key Objectives**

### **Planning and Organising**

- Coordinate board events, and travel arrangements as required.
- Support the chair in ensuring the effective operation of the board, including advising on procedures and meeting conduct.
- Organise and administer board, committee and annual general meetings, including preparing agenda's, distributing papers, taking minutes and ensuring decisions are implemented.

### **Administration**

- Facilitate good communication between the board, its committees, senior management and stakeholders.
- Act as the first point of contact for internal and external enquiries, email and phone calls.
- Assist with basic financial management tasks e.g., processing invoices, financial records to support the work of the Finance Manager.
- To act as CCB's Disciplinary Officer responsible for the administration and organisation of disciplinary and appeals processes within the recreational game.
- To deliver any administration functions as required by, and that may arise within, the Cornwall Cricket Board e.g. holiday camps, pathway communications to clubs, players and opponents.

### **IT systems and processes**

- To manage IT systems for the purposes of course bookings and the management of staff and volunteers, e.g., Cvent (Booking system), Club Affiliation and Accreditation Scheme, DBS, course bookings (coaching, umpiring, Safehands, holiday camps).

### **Delivery**

- To plan and coordinate events, e.g. volunteer awards and pathway player awards.

## **Person Specification**

### **Essential**

- Proven experience in administration or office support roles.
- Proficiency with Microsoft Office / Google Workspace.
- Experience of building and maintaining positive relationships with donors, funders, and partners.
- Understanding of companies House, Charities Commission and data protection (GDPR)
- Ability to manage competing priorities in a fast-paced environment.
- Proactive, flexible, empathetic and enthusiastic, with excellent interpersonal and relationship-building skills.
- Exceptional attention to detail, outstanding verbal and written communication skills.
- Experience in data collection and analysis to drive continuous improvement.
- Ability to work independently, collaboratively and helpfully as part of a small team.

## **Desirable**

- Experience supporting HR, finance, or compliance processes.
- Knowledge of office management systems and procedures.
- Familiarity with CRM or administrative software tools.
- Previous experience in sports administration.
- Passionate about cricket and its potential to create positive change in society.

## **Terms and Conditions**

- Full-time position, 37.5 hours (5 days) per week, hybrid based (open to PT working to suit the right candidate)
- Permanent
- Salary £24,785

### **Safeguarding Statement**

*Cornwall Cricket Board is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.*

### **Equality Statement**

*Cornwall Cricket Board, in all its activities is fully committed to the principles of equality of opportunity in cricket, and is responsible for ensuring that its job applicants, employees, workers, office holders, volunteers, participants or members as well as those participating in or watching the Board's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.*