

**Cornwall Cricket Board: Role Profile**

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| **Role title** | Cricket Centre Manager |
| **Company** | Cornwall Cricket Board Ltd |
| **Grade** | PT – Band 3 (Pro Rata £23,150 – £26,847)  0.7 days a week (26.25 hours a week)  Evenings (5:00pm – 10:30pm) and weekends (8:00 – 10:30pm)  Flexible |
| **Reports to** | Cornwall Cricket Board Ltd - Chief Cricket Officer |
| **Version** | Draft V1 |

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| **Approver** | Cornwall Cricket Board Ltd Board Executive Committee |
| **Date** | July 2022 |

If you would like this information in another format please contact:

**Cornwall Cricket Board Ltd**

**College Road,**

**Truro,**

**TR1 3XX**

***cco@cornwallcricket.co.uk***

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| **Role Purpose**  The post holder will be the Manager of the Cornwall Cricket Centre. The role will support the delivery of the Cornwall Cricket Board strategy annually with regards to the Cricket Centre activity. |
| **About the role**  The Cricket Centre Manager is responsible for the delivery of all Cornwall Cricket Centres functions, based on the business strategy for the Centre. Managing the relationship with the College and generating recreational usage for Cricket Clubs and patrons in Cornwall. |
| **What you'll be doing**  As a Cricket Centre Manager, your main accountabilities will be as follows:  **Strategy**   * To work with the CCB Chief Cricket Officer to develop a cohesive business strategy for the development and delivery of Cornwall Cricket Centre. * Develop and maintain a marketing and communications strategy aligned to the Cornwall Cricket Centre, that engages as large a part of the community as is possible, including the website and social media. * To work with the Chief Cricket Officer and Director of Finance to create robust financial reporting and accounting processes for the Cornwall Cricket Centre.   **Management & Governance**   * To manage the business function and booking system of the Cornwall Cricket Centre Management Group. * To manage the financial functions of the Cornwall Cricket Centre and report to the Chief Cricket Officer and Director of Finance on a monthly basis. * Understand the business policies and processes of the Cornwall Cricket Centre and support their implementation and maintenance at all times. * Manage the boards relationship with the ECB and Truro College and the elements of Cornish cricket that use the centre. * Ensure that the Cornwall Cricket Centre complies with regulatory standards, laws/guidelines and upholds practices at all times. * Write and review the health and safety risk documents, ensuring all documents are up to date and implemented.   **Staff**   * Be the person responsible for the Cornwall Cricket Centre when on shift. * Liaise with the duty offices on shift and coordinate shifts delegating tasks when required. * Work alongside duty officers and be the point of responsibility to cover shifts as required.   **Delivery**   * Ensure that the facilities are opened, prepared, cleaned and closed securely as determined by the operational programme. * Manage the emergency procedures in line with the College’s own policies and practices. * Ensure that the Cricket Centre is used to it its maximum capability aligned to the CCB strategies including the County Partnership Agreement. * Develop and maintain a business strategy for the Cornwall Cricket Centre with the Chief Cricket Officer. * Recruit and coordinate Duty Officers to the staff rota.   **Health, Safety & Environment**   * To prioritise Health & Safety at all times, in the Cornwall Cricket Centre. * Be familiar with Health & Safety legislation to ensure compliance of delivery, users, equipment and the Cricket Centre at all times. * Make sure that a cleaner greener environment is considered in all planning and decisions within the Cornwall Cricket Centre. * Make sure that equipment is managed and maintained to the highest standards at all times and liaising with the College when remedial work is needed.   **Development, Recruitment and Retention**   * Responsible for self-development and informing the Chief Cricket Officer of Development needs |
| **Personal Specification:**  **Essential**   * **Safeguarding Child Protection Qualification** * **Emergency First Aid or higher, including CPR knowledge** * **Strong Administrative/IT skills** * **Customer service skills** * **Social media skills** * **The ability to work evenings and weekends**   **Desirable**   * **DBS Vetting check within cricket** * **Hold a cricket coaching qualification to UKCC2 or higher** * **Current Health and Safety qualifications** * **Sales skills** |