



Club Support Officer

An exciting new opportunity has arisen in the Sussex Cricket Foundation (SCF). We are looking for a passionate, collaborative person to support the growth and development of recreational club cricket in Sussex.

The successful candidate will be responsible for supporting the growth and development of recreational club cricket in an area of Sussex, as well as leading and supporting on projects & programmes that support this growth amongst all ages, abilities and genders.

The success and reputation of the Foundation continues to grow both locally and nationally. This has led to Corporate Partners of the County Club and other local organisations wanting to support Foundation initiatives. Major partners such as Dean Wilson, Webtrends Optimize and Acrisure all have multi-year agreements with the Foundation, which supports projects such as League Cricket, Disability Cricket, and support to our club network. The ECB (national governing body for cricket) also holds the Foundation in high regard, and we are described as a 'Leading Organisation' in the delivery of Disability Cricket, Safeguarding and Club Affiliation.

Foundation Impact Report – <https://sussexcricket.co.uk/news/sussex-cricket-foundation-releases-2025-impact-report>

Foundation Website - <https://sussexcricket.co.uk/sussex-cricket-foundation>

Breaking Boundaries - <https://www.breakingboundaries.co.uk/>

Equal Opportunities

Sussex Cricket is committed to improving the diversity of our workforce. We welcome applicants from all walks of life and backgrounds who can bring diversity of thought and experience to the Club.

Sussex Cricket is committed to ensuring that all applicants do not receive less favourable treatment or are discriminated against, on the grounds of their age; disability; gender; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

Safeguarding

Sussex Cricket is committed to safeguarding by protecting children, young people and vulnerable adults. As such, all relevant posts are subject to a process of vetting with the need for up-to-date DBS checks and obtaining two work-related references.

To apply for this role, please send a CV and cover letter outlining your suitability for this role to: **foundation@sussexcricket.co.uk**

Applicants must have the Right to Work in the UK. No agencies thank you

Closing date: **5pm on Monday 7th September 2026**. Interviews: **w/c 14th September 2026**



Job Title: Club Support Officer

Reports to: Clubs, Leagues & Facilities Manager

Hours: Full Time

Location: The County Ground, Hove, with hybrid working

Salary: £24,000 - £27,000 dependent on experience

Role Purpose

To support the Clubs, Leagues & Facilities Manager in the delivery of our Foundation strategic county plan for recreational cricket, as well as leading on county-wide projects that directly associate to Clubs and support the growth of the game.

Key Responsibilities:

- As a key part of the Clubs Team, deliver and support the strategic county plan for recreational cricket, working closely with the Clubs, Leagues & Facilities Manager and the team.
- Be the point of contact for clubs in your area, offering support and knowledge on a wide range of club-based programmes and initiatives.
- Involvement in the development and implementation of club-based programmes, that include, but are not limited to:
 - Club Support (including Facilities & Funding)
 - National Programmes (All Stars & Dynamos)
 - Junior Leagues & Competitions
 - Adult Leagues & Competitions
 - Women & Girls Cricket (including Leagues, Soft Ball, Operational Plan etc)
 - Volunteer Development (Officials, Groundspersons, Coach Education)
 - Young Cricket Collective Programme
 - Volunteers Reward & Recognition
 - Sussex Seniors
 - Clubmark & Safeguarding
 - Indoor Cricket
 - Non-League Cricket
 - Maintaining Relationships with External Partners (ECB, Councils, Sponsors etc)
 - Paid Club Coaching Income
- Being the Sussex Cricket Foundation Lead person on one or more of the programmes listed above.
- To coach/deliver competitions/lead events/sessions as and when required by Clubs, Leagues & Facilities Manager.
- Capture visual evidence (photos/film) of sessions in adherence with media consent requirements for promotional and monitoring and evaluation purposes.



- Identify and record case studies for promotional and monitoring and evaluation purposes.
- To prepare reports on areas of work as directed by the Clubs, Leagues & Facilities Manager or Foundation Director.
- To attend meetings that are linked to projects managed or meetings that will be of benefit to your role (e.g. ECB meetings).
- Be prepared to undertake any other duties related to the work as required e.g. Match Day Activation.

Key Relationships:

Internal

- Foundation Director
- Foundation Management Team
- Sussex Cricket Foundation Trustees
- Women & Girls Manager
- Club Support Officers
- Workforce Officer
- County Safeguarding Officer
- Sussex Cricket Ltd.

External

- Affiliated Clubs
- League & Competition Committees
- Local Authorities
- England and Wales Cricket Board

Experience:

- An understanding and experience of working in club development, preferably in sport
- Experience of leading projects, preferably in sport.
- The ability to take an objective and strategic view of plans.
- Experience of working with volunteers.
- Ability to influence.
- Ability to work independently and as part of a team
- Effective communication & IT skills
- Ability to build and maintain relationships with customers and stakeholders
- Highly organised approach to work, with attention to detail
- Ability to work under pressure using your own initiative
- Professional attitude and presentation.
- Collaborative approach to working
- Values-driven individual
- A positive approach and can-do attitude



- Computer literate and effective user of Excel, PowerPoint and other Microsoft programmes, digital systems and tools.
- Willingness to work unsociable hours when necessary.
- Ability to travel independently between sites (Full valid driving licence and access to a car)

Desirable Qualifications:

- UKCC Level 2, Core Coach, UKCC Foundation 1 Cricket Coaching or appropriate coaching qualification
- Valid First Aid Certificate
- Valid Safeguarding & Protecting Children Certificate
- Valid DBS Certificate