



Job Description

Job Title:	Clubs & Leagues Business Administration Apprentice (Level 3)
Reports to:	TBC
Hours:	Monday to Friday 9.30am to 4pm
Location:	The 1 st Central County Ground, Hove
Remuneration:	£3.70 per hour in year one, increasing to age-related National Minimum Wage rate in the second year
Contract:	18-month Apprenticeship (subject to 3-month probationary period)

Key Responsibilities

- Provide business administration support to the Adult League Group in the formation and development of the new cricket league in Sussex
- To work within the Sussex Community Cricket Department, specifically supporting the department's work with clubs and leagues, undertaking office administration
- Managing and updating club and league databases, including data collection, insight and analysis
- Maintaining and monitoring all aspects of the 'play cricket' website
- Dealing with cash and card payments (over the phone and face-to-face)
- Organising meetings and minute-taking
- Any other duties appropriate to the completion of the Apprenticeship qualification units

General

- To provide a high-level of administration in the items above
- Maintain close working relationships with all Sussex Cricket staff and uphold the Organisation's shared values
- Commit to a professional development programme and commit to meeting the requirements of the Apprenticeship qualification
- As appropriate, to undertake additional roles and responsibilities as required
- Attend events, presentations and meetings which may involve some out-of-hours work; evenings, weekends and bank holidays



Person Specification

Club & Leagues Business Administration Apprentice (Level 3)

Skills and Experience

- Competent IT skills
- Familiarity of working with Microsoft office packages
- Experience using email
- Professional presentation

Personal qualities

- Ability to use own initiative
- Good communication skills, both verbal and written
- Positive, 'can-do' attitude
- Team-player
- Reliable
- Flexible
- Values-driven
- Excellent attention to detail

Qualifications required

- Minimum of GCSE C grade (or equivalent) in Maths and English to complete the Level 3

To apply for this role, please send your CV and a cover letter outlining how you meet the requirements of this role to: recruitment@sussexcricket.co.uk

Closing date for applications is **10am on Friday 25th May 2018**.
Please note that late applications will not be accepted.

No agencies thank you.