



Operations Support Administrator (Part-Time)

Sussex Cricket is looking for a highly organised and collaborative administrator to support Sussex Cricket's operations department. This is a new part-time (equivalent of four days per week) opportunity which will play a critical role in supporting health and safety management and operational compliance, in line with local authority and other governing body regulations.

The successful person will be accustomed to working in a regulatory compliance environment with proven success in developing and maintaining positive working relationships with a variety of stakeholders.

An in-depth current practical knowledge of Microsoft Office packages is a must.

The ideal candidate will have a successful track record of prioritising a variety of workstreams while delivering accurate and detailed work to deadline.

Sussex Cricket Values

Selflessness Honesty Accessibility Respect Enjoyment Drive

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- protecting children, young people and vulnerable adults. As such, all posts are subject to a process of vetting by seeking two work references that are satisfactory to SCL.

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

Applicants must have the Right to Work in the UK.

Closing date: 10am on Thursday 16 February 2023

No agencies thank you





Job title:	Operations Support Administrator
Reports to:	Operations Director
Workplace:	Hybrid working -The 1st Central County Ground, Hove as required/home-based
Contract:	Permanent, part-time (four days per week)
Salary:	Competitive plus 25 days' holiday per annum (pro-rata)

JOB PURPOSE

Provide year-round administrative support to ensure Sussex Cricket Limited (SCL) achieves high standards of health and safety management and operational compliance, in line with local authority and other governing body regulations.

To be an integral part of the Operations department, providing year-round business operational continuity and site-wide security.

To support SCL's Operations Department in providing a year-round facility that is welcoming to people from all walks of life and backgrounds.

Key Tasks To Include:

Operations

- To support the production of, and update, detailed event management plans, risk assessments, facility maintenance records, SCL's policy documents and personnel records throughout the year.
- Provide the necessary operational information for seasonal meetings and for review by external regulatory bodies, deputising for the Operations Director if necessary.
- Represent SCL at regulatory authority and other governing body review meetings if required.
- Provide access to data and records when required for regulatory inspection in the absence of the Operations Director.
- To provide support to and management of the tenants of SCL as and when required.
- Coordinate on-site activity with other departments within Sussex Cricket and their on-site tenants.
- To develop a thorough understanding of year-round facility maintenance / management and event / matchday activity, providing information internally and externally in the absence of the Operations Director or Match/Event Day Safety Officer.





- In time, develop sufficient knowledge of health and safety management to be able to monitor and contribute to the department in achieving improved related operational performance.
- Provide ad-hoc access to facilities and monitor site visits by contractors (urgent repairs or pre-arranged safety inspections)
- To develop sufficient knowledge of the site and people to be able to respond to urgent requests when needed.
- Provide operational continuity for the department, aligned to variable activity levels (irregular hours at times).

Office Facilities

- Responsibility for all IT hardware, software, and associated licences for the office, including maintaining records.
- Responsibility for all communication equipment for the office including telephones, mobile phones, audio visual equipment etc., including maintaining records.
- Manage office, stationery, and kitchen supplies, negotiating with suppliers to ensure cost efficiency within an allocated budget.
- Responsibility for all mail and courier services, ensuring efficiency and management of third-party suppliers.
- Direct, coordinate and plan essential services such as office equipment maintenance; archiving; cleaning, waste disposal and recycling.
- Calculate and compare costs for other required goods or services to achieve maximum value for money in line with budget.
- Support Operations Director with office projects (e.g. office moves, maximising utilisation of office space and storage options).

Teamwork

- Work collaboratively with managers and other staff to achieve SCL's goals.
- Develop a relationship with other departments and understand their roles.
- Get to know and work with adjoining properties representatives to maintain positive year-round neighbourly relationships.
- Project a positive image of the SCL at all times.
- Any other reasonable and related duties as requested by the Operations Director or Chief Executive.



Person Specification

1. Qualifications	
	A secretarial or administrator qualification is preferable but not essential
2. Experience	
	<p>Demonstrable success of working in a complex administrative role</p> <p>Accustomed to working effectively and accurately to deadline</p> <p>Experience of working in a high regulatory compliance environment (e.g health and safety)</p> <p>Experience of supporting projects</p>
3. Skills & Knowledge	
	<p>Excellent communicator- verbal and written</p> <p>In-depth current, practical knowledge of Microsoft Office</p> <p>Competent IT skills to include experience of:</p> <ul style="list-style-type: none"> • Producing professional, clear written reports in Microsoft Word • Producing and analysing data in Microsoft Excel • Email applications such as Microsoft Outlook <p>A clear and honest communicator</p> <p>Effective time management skills</p> <p>Proven track record of delivering accurate work to deadline</p>
4. Personal Qualities	
	<p>Ability to develop and maintain positive working relationships with key stakeholders</p> <p>An eye for detail</p> <p>Highly organised</p> <p>Emotionally intelligent</p> <p>Effective listener</p> <p>Inclusive approach</p> <p>A willingness to learn and develop own skills</p> <p>Values-driven</p> <p>Confidential</p> <p>Collaborative</p> <p>A positive and calm approach while dealing with conflicting priorities</p> <p>Diplomatic and tactful</p>