



**CORNWALL
CRICKET**



Director of Administration

Cornwall Cricket Board Ltd is a voluntary run organisation responsible for the governance, planning and delivery of cricket from the grassroots to the elite. Cornwall Cricket Board Ltd works closely with the England and Wales Cricket Board in the delivery of its and National Governing Bodies National targets within Cornwall.

Role: Supporting the Cornwall Cricket Board, its constituent Associations and volunteers in administering their programmes.

Remuneration: Voluntary

Approximate time commitment: Varies throughout the year

Tasks

- Responsible for preparation of Agenda's for organised meetings.
- Responsible for the recording and publication of detailed Minutes of those meetings.
- Company Secretarial role, responsible to ensure that CCBltd complies to all Companies House reporting and legal requirements annually.
- Attend monthly Directors meetings and quarterly CCBltd meetings.
- Work with the administration officials of organisations, partners and groups that make up "cricket in Cornwall".
- Develop, manage and maintain the CCB human resource policy.
- Develop a workforce newsletter on a 6 monthly basis.
- Ensure that the CCBltd and constituent bodies operate within the constitution and roles and responsibilities.
- Work with and advise the Finance Committee of changes to personnel.
- Work with the CEO and Directors to ensure a smooth and efficient running of business that is cricket in Cornwall.

Useful skills: Friendly
Approachable
Good management skills
Confident and effective communicator
Very good administration skills
Excellent organisational skills
IT literate
Diplomatic
Knowledge of Cricket, desirable but not essential

If interested please contact: Nigel Sanders, CEO Cornwall Cricket Board Ltd
07846 504594 or nigel@choiceinvestments.co.uk

Closing date for Applications 30th November 2011
Interviews week beginning 12th December 2011



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