



# Cornwall Cricket Board



## Cornwall Cricket Centre

### Centre Manager - Full time position 37.5 hrs a week

Cornwall Cricket Board currently have an exciting opportunity for a Centre Manager based at Truro and Penwith College. The role will manage all aspects of the Cornwall Cricket Centre, including liaison with Cornwall Cricket Board, Truro and Penwith College and the Cricket Centre Management Group.

The day to day line management will be operated by a representative of Cornwall Cricket Board (CCB). Overall line management will be through the CCB Management Group.

The Specific duties of the role will be:-

- Promote the use of the centre in line with the CCB's business plan and maximise the use of the centre.
- Manage the bookings of the centre, issuing booking forms, receiving completed forms, liaising with CCB Treasurer on the production of invoices and keeping a register of payments. Monitoring cancellations as and when necessary and arranging for refunds as appropriate.
- In connection with the above to co-ordinate all school holiday bookings for camps, one to one sessions and other cricket related activities.
- Co-ordinate with Truro College and volunteers the rota for opening and closing the centre when in use by bookings through CCB.
- Ensure the centre is kept in excellent condition, monitoring and recording any damage and liaising with Truro College over any necessary repairs.
- Ensuring adherence to the Health and Safety policies of the CCB and Truro College in relation to the use of the centre.
- Carry out regular checks on the condition of the floor and on the condition and the operation of the nets.
- Monitor the use and condition of the equipment in the CCB storeroom.
- Produce a monthly report on the centre use for the CCB Management Group.
- Coaching and delivering cricket activities in accordance with the CCB's strategic plan.
- To assist with the administration of cricket matters for the CCB.
- To carry out such further tasks as may from time to time be delegated to you by your manager.

#### Person Specification:

- A self-motivated person with a knowledge of cricket.
- Holder of a full driving licence, a First Aid at work qualification, a Safeguarding Child Protection certificate and an enhanced CRB certificate and a minimum of UKCC2 cricket coaching certificate.
- The successful candidate will need to work some unsociable hours, including evenings and if required, weekends

**Salary will be circa** £23-£28K depending on knowledge and experience. Discretionary bonus scheme to be agreed

Please send your CV, with covering letter, current salary and names and addresses of two referees to Nigel Sanders, Chairman, Cornwall Cricket Board, 33 Penair View, Truro, Cornwall, TR1 1 XR. Closing date for applications is Monday 13th September 2010.