



**Job Title:** Western Storm & Welsh Fire Team Operations Executive  
**Reports to:** Regional Director of Women's Cricket  
**Location:** Mainly Bristol, with some regional travel.  
**Salary:** £19 - £22,000 (dependent on experience)  
**Benefits:** 23 days holiday, pension, laptop, phone.  
**Term:** Full Time, Fixed contract until 31st January 2022.

### Job Vacancy: Team Operations Executive – Western Storm & Welsh Fire

Women's & girls' cricket is set to be transformed as part of the England and Wales Cricket Board's (ECB) exciting strategy to Inspire Generations. With Western Storm's existing legacy, the creation of Welsh Fire and the ECB's new wider game strategy to *Transform Women's and Girls Cricket*, this key appointment represents a substantial and exciting opportunity to play your part in driving female cricket forward across our region.

The Team Operations Executive will positively contribute towards the success of women's and girls' cricket in the South West & Wales by providing operational and administrative support to Western Storm (both the Senior Team and the Academy) and the Welsh Fire women's team in the new ECB competition, The Hundred.

### Principle Responsibilities

#### Women's Elite Domestic Structure – Western Storm & Western Storm Academy

- Provide administrative support to the Regional Director of Women's Cricket (RDoWC), Head Coach and other staff as required
- Administer the budgets relating to the Women's Elite Domestic Structure
- Work in collaboration with RDoWC, Head Coach and other support staff to ensure the effective management and delivery of training and competition plans – including facility bookings, scheduling and all relevant associated administration.
- Ensure the administrative requirements of the facilities used across the programme are adhered to
- Oversee the management of playing and training kit for players and staff
- Provide administrative support to the Player ID and selection processes
- Effectively manage data to ensure that Western Storm is GDPR compliant.
- Provide administrative support to any future Western Storm grassroots initiatives.
- Ensure the key safeguarding and welfare policies are in place
- Report on a daily basis to the RDoWC and support this role with the scheduling and set-up of identified meetings, for internal and external stakeholders, including meeting logistics (e.g. room bookings, technology, catering) and document preparation (e.g. agendas, invitations, presentations, minutes)
- Undertake any other administrative duties within the context of the role as may be determined by the RDoWC.



## **The Hundred – Welsh Fire Women’s Team**

- Provide administrative support to the TeamCo Board, Head Coach and other staff as required in order to assist with the successful operation of the Welsh Fire Women’s team
- Act as the ECB point of contact for all operations and logistics associated with the administration of the team including, but not limited to, travel arrangements, accommodation requirements, practice sessions, net bowlers, kit and commercial appearances
- Act as the point of liaison with host venues on all team related matters (practice sessions, facility bookings, catering, medical, facilities, kit washing etc)
- Liaise with ECB in relation to all player and team support staff administrative matters including the preparation of player signing and support staff recruitment paperwork, the organisation of replacement players, and visa applications for overseas players and support staff (where relevant)
- Develop a close working relationship with operations staff at Glamorgan County Cricket Club and the Men’s Welsh Fire team administrator.
- Be full time with the Welsh Fire Women’s Team for the duration of the Women’s Hundred competition, travelling with the team to home and away fixtures. This will require being based at Sophia Gardens, the home of Welsh Fire, for this period (likely period to be from mid-July and through August).

### **Essential:**

- Outstanding organisation, planning and communication skills
- Experience as guardian of process, day to day administration and scheduling to ensure operational excellence
- Innovative, collaborative and supportive approach to logistical excellence
- Relevant degree, or equivalent and relevant experience
- Microsoft Office working knowledge/experience plus other IT systems
- Disclosure and Barring Service (DBS) Certificate
- Experience of working on online meeting platforms – Microsoft Teams, Zoom etc.

### **Desirable:**

- Experience of working across a multi-disciplinary team of people
- Previous experience supporting a leader in a high-performance environment
- Social media acumen.
- Experience of working in a sporting context.

### **Personal attributes:**

- A high degree of personal resilience to cope with the demands of working within elite sport and juggling priorities and managing deadlines.
- Ability to think on your feet and use problem solving skills whilst under pressure.
- A ‘can do’ attitude, with a positive, solution-focused approach.
- A self-motivated individual with high professional standards.
- A team player, with a willingness to help others.



Western Storm is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Due to the nature of this role and the likely travel requirements for the region, a full, clean driving licence will be required. The successful applicant will also appreciate the varied working hours for this post which will include some evenings and weekends in line with fixtures, meetings and events.

Please note, the successful candidate will be required to work from Sophia Gardens (Cardiff) during the duration of The Hundred competition.

**To Apply:**

If you feel you have the experience, skills and passion to play a key part in the day to day operations of Western Storm and Welsh Fire then please submit a written application. Your application should include a covering letter (specific to the job description and no more than one A4 page) and CV outlining why you should be considered for the role.

Please send applications to: [recruitment@westernstorm.co.uk](mailto:recruitment@westernstorm.co.uk)

The closing date for applications is **Wednesday 2<sup>nd</sup> December 2020** with interviews to be held the week commencing the **7<sup>th</sup> December 2020**. Please note that interviews may take place online, depending on the Covid-19 restrictions that may be in place at the time.

