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| **Job Title:** | Western Storm & Welsh Fire Team Operations Executive |
| **Department:** | Cricket |
| **Reports to:** | Regional Director of Women’s Cricket |
| **Responsible for:** | n/a |
| **Location:** | Mainly Bristol, with some regional travel. |
| **Contract:** | Fixed term |
| **Hours:** | Minimum 40 hours per week to include evenings, weekends and bank holidays as required |
| **Main Purpose of Job:** Topositively 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 Hundred. |
| **Main Responsibilities:** * Provide administrative support to the Regional Director of Women’s Cricket (RDoWC), Head Coach and other staff as required
* Support in administering 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.
* Support in safeguarding requirements
* 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)
* Act as TeamManger for Western Storm Senior squads fixtures including travelling to away games.
* 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 strong 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).

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| * To ensure the Club’s equity, diversity and inclusion policy and standards are always upheld
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| * To ensure the Club’s safeguarding policies and procedures are adhered to at all times and appropriate consideration is given to safeguarding in all activities and decisions which are undertaken
* Take on any other responsibilities or tasks that are within your skills and abilities whenever reasonably asked.
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| **Knowledge, skills and experience required:****Essential*** Outstanding organisation, planning and communication skills
* Experience of supporting a senior manager in an administrative capacity.
* Experience of managing budgets
* Experience as guardian of process, day to day administration and scheduling to ensure operational excellence
* 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.
* Full driving licence
* Experience of working across a multi-disciplinary team of people

**Personal attributes:*** A high degree of personal resilience to cope with the demands of working within elite sport
* Agile in juggling priorities and managing deadlines.
* Trustworthy and prioritises confidentiality
* Proactive and works on own initiative
* Ability and desire to build positive working relationships
* Approachable
* Innovative, collaborative and supportive approach to logistical excellence
* Flexibility to manage urgent situations
* 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.
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| **Key contacts in the business:****Internal:** **External:**  |
| **Equal Opportunities and Inclusivity Statement**Western Storm endorses the principles of equality and equity and strives to ensure everyone involved with the Club has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, to give of their best and be assured of an environment in which their rights, dignity and individual worth are respected. Everyone is responsible for creating an inclusive working environment and we expect all colleagues, partners customers and suppliers to abide by our equality, diversity and inclusion policies and procedures. The Club ensures all existing and potential employees receive equal consideration during the recruitment process and beyond, and is committed to the elimination of unlawful or unfair discrimination of any kind and in particular on the grounds of sex, race, disability, sexual orientation, marriage and civil partnership, gender reassignment, religion or belief, pregnancy and maternity, and age. |
| **Safeguarding Statement**Western Storm is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and expects all staff and volunteers to share this commitment. It is everyone’s responsibility to keep vulnerable people safe.As part of our safer recruitment process all relevant roles are subject to an enhanced or standard DBS check as appropriate, and two satisfactory references. We also require every staff member to undergo safeguarding training appropriate to their role.We encourage an open, welcoming environment where everyone should feel safe to express any concerns. We have a range of policies and procedures in place which promote safeguarding and safer working practice across all that we do. |
| **Prepared by:**Name: Jaie GoddardDate: Feb 2023 |