**Cricket Wales Senior Welsh Cup Competition Organiser**

A vacancy has arisen within Cricket Wales for a Senior Welsh Cup Competition Organiser to lead the successful delivery of the Senior Clubs Welsh Cup competition in Wales.

Cricket Wales is the National Governing Body for junior and senior recreational cricket in Wales and exists to lead, inspire and influence the Growth, Quality and Accessibility of Cricket in Wales. Our vision is ‘Cricket capturing the imagination of Wales.’

This is a part-time role working mainly between January and September.

Please find a job description and person specification.

To apply, please forward a CV and covering letter which shows your relevant experience to [**kerry.lloyd@cricketwales.org.uk**](mailto:kerry.lloyd@cricketwales.org.uk)

Closing date for applications – 27th November 2019

Remuneration is £1,600 per annum on an employed or consultancy basis.

**JOB DESCRIPTION**

Reporting to: Cricket Wales CEO                         
  
**Main Responsibility**            
to oversee the successful delivery of the Senior Clubs Welsh Cup competition. This competition engages clubs from across all of Wales and culminates in a final played at Sophia Gardens where possible. Cricket Wales is keen to encourage greater numbers to participate the future.

**Responsibilities to support the above outcome:**

The competition organiser will:-

1. Review the rules and competition organisation reflecting on previous years with the Welsh Cup Steering Group.
2. Provide a first class competition service to participating clubs.
3. Generate fixtures, encourage participation and broadcast to the cricket network.
4. Pro-actively monitor fixture completion.
5. Act as the single point of contact for all competition matters.
6. Ensure entrants are aware of and abide by all rules and regulations.
7. Encourage participating teams to ‘*Get the Game On’*.
8. Provide general administrative support through Play Cricket and promote this clearly to all participants.
9. Liaise with Cricket Wales’ head office to ensure integration with other competitions and activities, including a weekly report of progress throughout the playing season.
10. Make arrangements for the Finals Day.
11. Preferred venue is Sophia Gardens. Liaise with Senior operational Glamorgan staff.
12. Ensure the event is used to invite key people from the Cricket Network in conjunction with senior Cricket Wales officers.
13. Attend meetings and complete monitoring and other reports as required by participating funding partners.

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| **PERSON SPECIFICATION**   |  | | --- | |  | | **ESSENTIAL** | **DESIREABLE** | | Experience of:    - Recent experience of planning and organising sports competitions  - Using Play Cricket | Experience of:    - Planning and organising cricket competitions | | Knowledge & Understanding of:    - Senior league and cup cricket in Wales - | Knowledge & Understanding of:    - National Cricket Playing Survey results | | Skills:    - Ability to communicate effectively  - Organisational skills  - Administration skills  - IT competent  including Play Cricket |  | | Other:    - Willingness to work unsociable hours including evenings and weekends | Other:    - Full UK Drivers Licence and access to a vehicle | |