

Chief Operations Officer

Responsible for the operational activities of Guernsey Cricket ensuring good financial management, effective leadership and governance, and strong partnerships with key stakeholders.

This role will work alongside the Director of Cricket to ensure that the Board's strategic plan is appropriately resourced and implemented.

You are required to provide operation, administrative and HR support to the organisation, working closely with staff and other stakeholders involved with all aspects of Guernsey Cricket's activities.

This role reports directly to the Board.

You will act as a brand ambassador for the Guernsey Cricket Board and be the primary point of contact for key stakeholders including the International Cricket Council, sponsors and community partners.

You will have excellent organisational skills, a proven track record in financial management and experience of leading the human resource processes of a small team.

Regular Duties

- Lead on the development of a strategic financial plan that underpins the objectives of Guernsey Cricket.
- Maintain and build on existing financial management processes to ensure timely, accurate and relevant reporting is available to the board and management.
- Act as the main point of contact for ICC communications and disseminate information as appropriate to relevant stakeholders.
- Oversee and lead on the effective budget reporting to the ICC at designated points in the year working with the Director of Cricket, Cricket Development Manager, Pathway Lead and Board.
- Provide briefings to the Guernsey Cricket Board as required on the operational progress of the organization, attending board meetings on a regular basis.
- Lead on the line management of administrative and operations staff whilst assisting the Director of Cricket with the line management of cricket staff.
- Work in conjunction with the Director of Cricket to ensure the cricket development plan and player pathway are suitably resourced and value for money achieved.
- Support with the procurement of services and equipment in consultation with relevant stakeholders, ensuring compliance with board directives and value for money outcomes.
- Support the Director of Cricket and Cricket Board in setting playing and equipment budgets and monitoring the financial impacts of expenditure delegated to staff, sub-committees and team managers.

Strategic Responsibilities

- In consultation with the Director of Cricket and Board develop future facilities that ensure sufficient capacity is provided to meet the development plan.
- Work with the Board to attract, secure and retain sponsors to meet the fundraising objectives of the organization.
- Manage key strategic partnerships with organisations such as KGV, States of Guernsey and the Guernsey Sports Commission.
- Develop and lead on a Comms and Marketing strategy that heightens the awareness of all things Guernsey cricket through social media, events, news, and word of mouth.
- Alongside the Cricket Development Manager monitor all senior clubs to ensure all areas of governance and welfare with respect to any U18 players are catered for.
- Oversee and manage the allocation of resources to the Domestic Cricket Committee to ensure the effective delivery of the domestic cricket program.

Experience and Qualifications

Essential:

- Strong financial management skills with experience of leadership and governance.
- Excellent customer service skills, with the ability to build relationships and communicate effectively with both internal stakeholders, such as the Board and staff, as well as externally.
- The ability to lead on the engagement with sponsors, funders and potential partners and manage ongoing relationships.
- Ability to work independently and as part of a team with enthusiasm and energy.
- Computer literate and effective user of Word, Excel, Outlook, accounting packages and other Microsoft programmes.
- Ability to travel independently between sites (Full and valid Guernsey/UK driving license).
- Commitment to undertake the following: Child protection training, basic First Aid, DBS check.

Desirable:

- Understanding of human resource related processes needed to manage a small team.
- Excellent project management skills and the ability to prioritise and work to deadlines
- Understanding and appreciation of an 'aspirational' amateur sport environment.
- Experience of working with recreational or professional sports clubs and the enthusing of volunteers