

NORTHERN DISTRICTS CRICKET ASSOCIATION (INC)

JOB DESCRIPTION

JOB TITLE

Administration, Cricket & Venue Operations

PURPOSE

- To undertake a comprehensive range of administrative duties for the organisation, to a high standard and as required, ensuring the needs of the organisation are met.
- To provide high quality executive secretarial support to the CEO and Executive team as required. The purpose is also to ensure the efficient management and operation of the office and requirements.
- To lead all cricket and venue operations including pathway/talent, domestic and international, in preparation to deliver all cricket held at Seddon Park.
- To lead and coordinate required cricket operations, for all Northern Districts or Northern Brave matches outside of Seddon Park.

SPECIFIC DUTIES & RESPONSIBILITIES

Administration

- Maintain efficient office procedures for filing and record management.
- Undertake other duties such as banking, credit control or payroll functions.
- Processing invoices/purchase orders.
- Assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage.
- Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
- Assisting with funding applications and accountabilities.
- Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.
- Scheduling and coordinating meetings, interviews, events and other similar activities.
- Preparing business correspondence, typically using Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
- Sort and distribute incoming mail to areas and staff within the organisation and dispatch outgoing mail.
- Lead all constitutional and administrative requirements including minute taking for AGM, Board meetings, staff meetings, forums, appointment panels etc.
- Ensure all constitutional meetings and administrative requirements of such are delivered in a timely manner
- Support staff in assigned project-based work.
- Organisation of special events.
- Booking travel and accommodation and other ad-hoc duties as required.

Cricket and Venue Operations

- Lead the logistics and delivery of match day requirements for all NDCA home fixtures and Seddon Park international fixtures in conjunction with NZC and H3.
- Liaise with stakeholders to coordinate key deliverables such as catering, match managers, match officials, catering, match day staff including casual event staff, net bowlers, changing room attendants, and other Major Associations and NZC.
- Responsible for the opening and closing of the venue for match days and training days.
- Ensure all match day requirements are met e.g., infrastructure is in place, medical plan, post-match clean, etc.
- Manage all Seddon Park cricket bookings in conjunction with H3, including Pay2Play and Seddon Park indoor centre bookings.
- Manage budget for match day delivery (Match Running Budget).

Executive Team Support

- Preparation of agendas and attending meetings to take action points as required.
- Carrying out background research and presenting findings.

- Producing documents, briefing papers, reports and presentations.
- Liaising with clients, suppliers and other staff on behalf of the executive team.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- Experience in managing complex and commercially sensitive relationships.
- Extensive administrative experience.
- Advanced user of Word, Excel, PowerPoint and Diary Management software.
- Advanced knowledge of administrative policies, procedures and technology.
- High level of verbal and written communication.
- Strong time management skills.
- Strong attention to detail skills.