Job Description – Assistant to CEO & Board Secretary

Office location – Sophia Gardens Stadium, Cardiff (some remote working considered)

Flexible 35-hour week – occasional early evenings required (minute-taking of Board sub-committees)

Salary - competitive, to reflect responsibilities

**About Us and This Role**

Cricket Wales is the recognised National Governing Body of recreational cricket in Wales. We work with colleagues at Glamorgan Cricket, with support from the England & Wales Cricket Board and Sport Wales, to grow cricket’s reach and relevance, especially among young people and traditionally under-represented groups, especially female participants and ethnic diverse groups.

We are a medium sized organisation, in the context of Welsh sport but we always seek to ‘punch above our weight’ and act as a *challenger brand*.

Owing to retirement, and with our growing remit and responsibilities, we are now seeking a full-time Assistant to the CEO, who will also act as Board Secretary, and play a key role in ensuring we continue to deliver on our strategy, Inspiring Generations, enabling the Senior Executive to function as efficiently as possible.

As well as being the trusted right-hand to a busy CEO, you will be the ‘face’ of our small-but-fresh-and-modern office, within Sophia Gardens stadium, and play a key role in the next chapter of Cricket’s growth in Wales.

**Core Purpose of Role**

To provide key support to the organisation, especially the CEO, with day-to-day administration tasks and to act as the CEO’s Assistant, especially in relation to diary-management.

To manage paper preparation and distribution of Board pack; minute-taking for Board, sub-committee and ad hoc senior executive meetings, and oversee a small number of statutory filings with Companies House.

There will also be ad hoc opportunities to help co-ordinate company marketing, campaigns, communications and events, including VIP hosting at cricket matches at Sophia Gardens.

**Primary Responsibilities**

* Acting as a first point of contact in the office: dealing with correspondence, enquiries and phone calls.
* Diary management; handling invitations, organising meetings and appointments on behalf of the CEO.
* Typing, compiling and preparing Board papers, reports, presentations (with support from CEO and Senior Executive).
* Minute-taking of major meetings and timely reproduction and approvals.
* Assisting with agendas for Board and sub-committee meetings.
* Oversee and manage statutory filings with Companies House (with support from Finance Director, Chair/CEO).
* Booking and arranging travel, transport, accommodation for CEO as required.
* Managing databases and filing systems.
* Organising/administering events/hosting opportunities where required.
* Implementing and maintaining procedures/administrative systems, including overall oversight/management of the Cloud-based HR System (from an admin point of view; HR qualifications not required)
* Liaising with staff, suppliers, partners and clients.
* All-round administration of company policies.
* Working with Finance team on queries.
* Sourcing office supplies.

**Requisite Skills & Experience**

* Previous experience in Administration/as a PA
* Knowledge of office management systems and procedures
* MS Office and English proficiency
* Outstanding organisational and time management skills
* Ability to multi-task and prioritise workload
* Excellent verbal and written communications skills
* Positive, proactive, self-sufficient and adaptable
* Discretion and confidentiality

**Desirable Skills, Experience and Interests**

* Welsh Language skills
* Board Secretarial experience
* An interest in sport/cricket would be helpful, but not essential
* Previous experience in sport/public sector/government would be advantageous

**To Apply**

Send your CV, cover letter, notice period and salary details (including expectations) to:

[Leshia.Hawkins@cricketwales.org.uk](mailto:Leshia.Hawkins@cricketwales.org.uk)

Closing Date 5pm, 1st June 2022

Interviews: mid-June

Start: ASAP