



CHIEF EXECUTIVE

Job Description

PURPOSE OF POSITION

The primary objective of the Chief Executive is to take forward the implementation of the Union's Strategic Plan and the effective and efficient conduct of the Union's day-to-day business.

Within this framework the Chief Executive is responsible for:

- The overall strategic and operational management of the Union, in accordance with strategies, policies and plans approved by the Union's Board
- Leading and inspiring the Union's existing paid and volunteer workers; recruiting or procuring the recruitment of new employees; giving them direction and leadership toward the achievement of the Union's objectives
- Representing the Union in Cricket Ireland's Senior Management group and on other Cricket Ireland committees as required
- Raising the profile of the Union and Northern Knights brand and attracting increasing financial support from commercial sources, statutory agencies, charitable trusts and any other appropriate source which may include, but are not exclusive to membership schemes, affiliation schemes, individual donations or income derived through the hosting of matches
- Making proposals to the Board and/or Directors on organisational arrangements and structures, and any other matter relating to the Union

Role and Responsibilities

Strategic Planning and General Management

- Strategic Plan – exercise lead responsibility for the implementation of the Union's Strategic Plan, and for the preparation of any subsequent plans if relevant, and update the Board and relevant funding stakeholders on progress thereon
- Operational Plan – prepare an annual Operational Plan setting out key targets and priorities for the year, linked to the achievement of the objectives set out in the Strategic Plan
- Oversee implementation of the Operational Plan and update the Board and relevant funding stakeholders on progress
- Oversee the management of the Northern Knights and other representative teams
- Responsibility for securing the delivery and implementation of Union obligations outlined in service level agreements with Cricket Ireland and other organisations

Financial Management and Control

- Prepare a draft budget for each forthcoming year, in line with the Union's strategic and operational priorities
- In conjunction with the Honorary Treasurer, report to the Board on performance against budget and other financial matters
- Ensure that effective arrangements are in place for the allocation of budgets and for the accountable management and monitoring of all financial resources

Commercial Income and Grants

- Undertake, or procure, responsibility for seeking and negotiating all forms of sponsorship/commercial partnerships, and for managing relationships with sponsors/commercial partners.
- Oversee the preparation of grant application submissions to appropriate grant-awarding agencies at local, national or supra-national level
- Oversee fundraising planning and implementation, including volunteer and other resource requirements, researching funding sources, establishing strategies to approach potential funders/commercial partners, submitting proposals, and maintaining appropriate records and documentation

Programmes and Policies

- Facilitate and promote policy development through appropriate committees established by the Board for such purposes

Communication

- Ensure that an appropriate participative and consultative approach is taken in the development of policy, strategy, and business plans, involving all relevant stakeholders
- provide progress reports to the Board/subcommittees
- Ensure openness and transparency in communications with members, media, the public and all stakeholders
- Lead on and/or manage all matters relating to communication with all key stakeholders including, but not limited to Union members, other Unions, Cricket Ireland, other governing bodies, and media partnership

IT

- Oversee the implementation and management of IT infrastructure including website, CRM systems and databases to ensure compliance with GDPR and Data Protection legislation

Public Relations

- Lead and manage all marketing and public relations activities with the aim of ensuring that the Union and the game of cricket are presented in a positive light to members, the public, the media and key stakeholders
- Prepare, in liaison with the Chairman, statements to the media regarding matters of policy
- Act as, or identify appropriate spokesperson(s) for relevant public communications

Member Relations

- Ensure effective two-way communication with member clubs and schools
- Ensure the Union is meeting its obligations to its members, and vice-versa
- Ensure that the needs of members are being addressed effectively and responsively

General

- Ensure that all relevant statutory requirements are complied with in full by the Union and that appropriate corporate governance arrangements are in place
- Line manage or procure the line management of Union staff
- Undertake any appropriate duties as may be specified by the Board from time to time that might reasonably fall within the purview of the Chief Executive

Person Specification

EDUCATIONAL & PROFESSIONAL REQUIREMENTS

Essential

- Educated to degree or diploma level

Desirable

- Holds a relevant qualification in business or sport management

PREVIOUS EXPERIENCE/TRAINING

Essential

- Significant experience (min 5 years) at management level
- A successful record in developmental planning (or part time equivalent) in line managing staff and a proven record of successfully setting and managing budgets
- Experience of the commercial environment in Northern Ireland

Desirable

- Verifiable record of leading within a multi-disciplinary team in the delivery of services to development groups, clubs, state/province/county
- Knowledge of cricket
- Experience of the sporting and governmental environment in Northern Ireland
- A successful record of obtaining commercial income/sponsorship for sporting or other comparable activities

SKILLS

Essential

- Persuading and influencing skills
- Must be highly organised with the ability to plan a range of projects and initiatives that must be delivered to tight deadlines
- Knowledge and understanding of IT infrastructure needed to manage and promote the business
- Excellent written, verbal, communication, presentation, and relationship skills
- Demonstrable leadership and decision-making skills

Desirable

- Experience of presenting/engaging/influencing from grassroots to Senior Board level
- Excellent interpersonal skills both written and oral

- Excellent IT skills including the use of Microsoft Office, CRM systems and databases
- Ability to demonstrate integrity and appropriate working relationships
- Knowledge and understanding of game development and growth programmes

GENERAL

Essential

- Willingness to travel within Ireland, and occasionally overseas, and to work unsocial hours, including evenings and weekends
- Eligible to live and work in Northern Ireland
- A full clean driving licence

VETTING

The Northern Cricket Union is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. These roles involve work with young people and as part of the application process; the Northern Cricket Union will request a disclosure in relation to any successful applicants via an Enhanced Access NI check. Clearance through this system is required, however, applicants should be aware that a criminal record will not necessarily be a bar to obtaining a position.

APPLICATION PROCESS

A detailed Job Description and further details on the application process can be downloaded from www.northerncricketunioncricket.org

Shortlisting will be undertaken using only the information that is provided at the time of application. Applicants should forward a detailed letter of application demonstrating clearly how they meet each of the requirements (with details of relevant achievements where appropriate) and a full CV (including current salary level)

Completed applications should be sent to the NCU General Secretary, Bryan Milford:

Email: bryan.milford@ncucricket.org or

Mail: FAO - Bryan Milford, NCU General Secretary, 181 Belvoir Drive, Belfast BT8 7DS. Please mark the subject of your email/mail "Chief Executive"

The closing date for the receipt of applications is **12:00 midday on Monday 4th October 2021**. Preliminary interviews will take place in towards the end of October 2021

The Northern Cricket Union is an equal opportunities employer and is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.