



# TRENT BRIDGE™

## NOTTINGHAMSHIRE COUNTY CRICKET CLUB

### EMPLOYMENT APPLICATION FORM (www)

The information requested in this form is important in assessing your application. Please complete accurately and in full, using BLACK INK. Please read any information enclosed with this form before completing your application.

**POSITION APPLIED FOR:** .....

**From what source did you learn about this position.....**

<b>SURNAME:</b> _____
<b>FORENAMES:</b> _____
<b>ADDRESS:</b> _____ _____ _____
<b>TEL. HOME:</b> _____ <b>TEL. BUSINESS:</b> _____
<b>MOBILE:</b> _____

### MOST RECENT EMPLOYER

<b>Name &amp; address of most recent employer:</b> _____ _____		
<b>Job Title:</b> _____	<b>Date started:</b> _____	<b>Date left:</b> _____ (if applicable)
<b>Reason for leaving (if applicable):</b> _____		
<b>How many employees do you manage:</b> _____	<b>Salary:</b> _____	
<b>Other benefits:</b> _____	<b>Number of hours worked per week:</b> _____	
<b>Period of Notice:</b> _____		
<b>How soon could you be available to join us, if offered this position:</b> _____		

**Previous employment (please start with the most recent first. Please include any temporary, unpaid or work experience). Please continue on a separate sheet if required.**

<b>From Month/Yr</b>	<b>To Month/Yr</b>	<b>Employer Name &amp; Address</b>	<b>Job Title &amp; Duties</b>	<b>Wage/Salary</b>	<b>Reason for Leaving</b>

**Attendance at Training Courses relevant to your employment**

<b>Course Title</b>	<b>Organising Body</b>	<b>Duration</b>	<b>Date</b>

**Education – proof of qualifications may be requested at interview**

<b>Date From</b>	<b>Date To</b>	<b>Schools, Colleges attended (including Part-Time)</b>	<b>Qualifications gained or pending Please state subject, level &amp; grade</b>

**Please give details of any dates when you would not be able to attend for an interview:**

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**Please use this space to demonstrate how you meet the specific requirements of the position you have applied for.**

**It is recommended that you use the details from the Job Description to help you organise your information.**

**You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary work.**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the applicant to write their response to the job requirements.

**Please continue on separate A4 sheets, if required.**

**REFERENCES:**

Please give the names of two referees who may be contacted in respect of your application. The first should be from your current/last employer (or Head Teacher if you are a school leaver). The second should be from a previous employer (or a person you have worked for in a voluntary/unpaid capacity, or a teacher if you have no employment history).

Name: _____
Position: _____
Address: _____ _____
Telephone No: _____
May we contact prior to interview: Yes/No (please delete as appropriate)

Name: _____
Position: _____
Address: _____ _____
Telephone No: _____
May we contact prior to interview: Yes/No (please delete as appropriate)

**DECLARATION**

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and confirm that I am eligible to work in the UK.

I accept that should I not have provided full and accurate information, it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for completing this application form*

**SPORTS ADMINISTRATOR  
PERSON SPECIFICATION**

**Department: Development and Community Department**

	<b>Essential</b>	<b>Desirable</b>
Experience	Experience of having worked in an administrative environment at senior level Experience of IT systems (particularly Microsoft packages – Word, Excel, Outlook) Experience of budgetary control and financial management systems	Experience of utilising and interpreting data
Knowledge	Knowledge of IT systems and intra / internet including creating databases and use of web-based tools	
Skills	Excellent IT and keyboard skills Strong organisational skills Ability to prioritise workloads Excellent time management skills Ability to analyse financial reports	Ability to analyse complex data Ability to develop and deliver in-house administrative training
Qualifications	Secretarial Qualifications Typing RSA II or higher	
Qualities & Attitude	Friendly and approachable with excellent customer service attributes Willing to learn and understand the specific issues relating to Community & Development work in Sport Ability to work without supervision Ability to work within a team and build strong working relationships with team members and partners at all levels	Experience of working with target groups  Understanding of social and community cohesion
Other	Presentable and professional outlook	Interest in and knowledge of sport Ability to work flexible hours

NOTTINGHAMSHIRE COUNTY CRICKET CLUB

ROLE PROFILE

JOB TITLE

SPORTS ADMINISTRATOR

(Reporting to the Community Sports Trust Manager)

1. RELEVANT GENERAL OBJECTIVES (Source: 2007-2011 Strategic Plan)

- Protect and enhance the Trent Bridge brand and its values.
- Continue to develop Trent Bridge as an International ground of the highest repute.
- Support and develop the Recreational game and Community projects in Nottinghamshire.
- Commit to an open, challenging culture where outstanding performance is the norm.

2. SPECIFIC ROLE PROFILE

- To be the first point of contact for the Department, dealing with all enquiries in a professional and courteous manner.
- Provide dedicated administrative support for the Community Sports Trust Manager and the Cricket Development Manager (Performance & Excellence) as required.
- To be responsible for all administrative support and systems within the department, and assist with special projects where appropriate.
- Devise and maintain accurate paper based and electronic systems to ensure effective management of information.
- In conjunction with the Finance Department and the Commercial Department, collate high quality statistical and financial management information for the monitoring of Local Authority community milestones / service level agreements.
- In conjunction with the Finance Department, monitor financial budgets and provide monthly variance analysis to the Community Sports Trust Manager.
- To act as the point of contact for HR management within the Department, and ensure that personal records / sensitive information is stored in accordance with the Data Protection Act.
- Maintain Training and Development plans for the Department, and coach and mentor team members in the use of IT and office systems and processes.
- Update and maintain the audit of coaches used on the Club's various Development and Community programmes.
- Work closely with the Schools Officer to devise a school visit programme. Co-ordinate and manage school visits on selected match days.
- Administer Club coaching and act as point of contact for coaching bookings.
- Update and maintain databases of clubs, schools, districts and coaching scheme contacts.
- To support the development of I.T. within the Department including the design and build of computer databases and use of web based tools.

- Any other duties laid down from time to time consistent with the grading of the post.

3. KEY PERFORMANCE INDICATORS

To be agreed in consultation with post-holder.