

Communications and Commercial Officer

JOB DESCRIPTION

Job Title: Communications and Commercial Officer

Hours of work: 37.5 hours per week

Reports to: Managing Director

Date effective: June 2022

Remuneration: £23,844 - £25,678 (Commensurate with experience)

Contract: Fixed term – 36 months

- We are looking for a Communications & Commercial Officer to help increase the prominence of Devon Cricket in the County's media, businesses and local communities.

YOU'LL LOVE THIS JOB BECAUSE:

- You are passionate about communications and sport.
- You want to work for a sporting organisation which seeks to place the community at the heart of everything it does.
- You share our passion for promoting inclusion and equality.
- You have an unshakable can-do attitude.
- You can work independently and using initiative whilst also contributing to a close-knit team.
- You can confidently switch between high level strategy and detailed work.

YOU'LL BE:

- Working with the colleagues, championing local and national initiatives which showcase how Devon Cricket is working at the heart of the local community.
- Building relationships with all media platforms to ensure Devon Cricket benefits from enhanced coverage of all its activities.
- Working with colleagues across the business to create and upload material to the news section of the website.
- Supporting the County's digital output to ensure a strong presence on all social media platforms (predominantly Twitter, Facebook, Tik-Tok, Instagram and YouTube).
- Building relationships and growing and managing the County's media distribution list.
- Supporting the County's e-marketing activities to its clubs and membership databases, to include promotional activities.
- Supporting colleagues in devising and delivering promotional days.

- Producing an annual media plan (weekly, monthly and annually) and leading weekly staff conferences.
- Championing Devon Cricket, forging and creating strong local partnerships with organisations and businesses.
- Helping to attract investment from potential partners in the Devon area.
- Helping the company to attract new grant funding
- Any other duties reasonably requested by the Managing Director and the Board.

YOU'LL HAVE:

- It is essential that the successful candidate has excellent written and digital communication skills. A detailed knowledge and interest in cricket is preferred; what is needed is someone who is passionate about promoting the County's off-field activities across its community and commercial initiatives and can bring creative thinking and ideas to the fore.
- An ability to create content that appeals to a varied audience is important, as is having the interpersonal skills to deal with a variety of stakeholders, ranging from local clubs and associations to experienced journalists.
- An ability to work well with colleagues - the successful applicant will be a self-starter with bags of confidence and someone who places the team above all else. Training and development opportunities will be provided at a County which is thriving, both on and off the field.
- An ability to manage time and competing demands to maintain a healthy work/ life balance.

YOU'LL RECEIVE:

- Competitive salary commensurate with experience
- 25 days' holiday, plus bank holidays
- Laptop and mobile phone
- Healthcare Plan
- Auto enrolment pension
- Travel expenses

SUPERVISION AND WORK PLANNING:

You will have a dedicated office space available to you at The Devon Cricket Centre, University of Exeter, Stocker Road, Exeter, Devon Ex4 4QN.

Your normal working days will be Monday-Friday and you will normally be expected to complete at least 37.5 hours in a week. You will not normally be required to work before 9am, however, due to the nature of

the work involved in this position, you will be required to work some evenings and possibly weekends. You will be required to carry out your duties at such times and on such days that are the most effective to perform the responsibilities of the position.

GENERAL

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Devon Cricket Board Ltd.

If you require further information about this post, please contact Matt Theedom on either 01392 262509 or 07805 554636. If you would like to be considered for this vacancy, please complete and send an application form via the secure link on our website.

Matt Theedom
The Devon Cricket Centre
University of Exeter
Stocker Road
Exeter
EX4 4QN
Email: matt.theedom@devoncricket.co.uk

IMPORTANT DATES

- Deadline for applications is **midday Wednesday 27th April**
- Candidates invited for interview will be contacted via email by **Friday 29th April**
- Interviews will be held at The Devon Cricket Centre on **Friday 6th May**

Devon Cricket Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of our safer recruitment process all roles are subject to an enhanced or standard DBS check (as appropriate to the role) and two satisfactory references.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Devon Cricket Board is committed to being an Equal Opportunities Employer.