



**DURHAM
CRICKET**

EMPLOYMENT PACK

HEAD OF FACILITIES



INTRODUCTION AND OVERVIEW OF DURHAM CRICKET

Durham County Cricket Club (DCCC) was established as an amateur Minor County in May 1882 and went on to become cricket's most successful Minor County and the first to beat a First-Class County when defeating Yorkshire in 1973. Durham was awarded first class professional status in December 1991 – the only new First-Class County in over 70 years – and played in the professional structure from 1992.

Since 2007 DCCC has had significant success winning the County Championship three times and being runners up once, and also won the Fifty Over Competition twice in Lord's finals and appeared twice in T20 Finals Day.

Since becoming a first-class county, DCCC has established English cricket's most successful academy, regularly producing international stars for England, including Steve Harmison, Paul Collingwood, Mark Wood and Ben Stokes.

Durham CCC created the first new English Test Match stadium in over 100 years securing a long-term stadium naming rights sponsorship with Emirates Airways that ended in 2021. The venue has a 14,000 permanent seating capacity and the Club has staged international cricket every year since 1999, including the successful Ashes Test held in 2013 and three games in the ICC Cricket World Cup in 2019. The Club has been awarded a further package of international matches to 2024.

A successful rebrand in 2018 created a new Durham Cricket identity. Durham Cricket is now the umbrella organisation encompassing all elements of cricket provision in the county covering the professional and recreational game and all activities impacting on the wider community of the county and beyond. Four separate organisations sit under the Durham Cricket umbrella and these are briefly described below.

Durham Cricket Community Interest Company (CIC) – Durham Cricket CIC operates the professional cricket side of the business.

Durham Cricket Board - the Durham Cricket Board is the recreational body in Durham responsible for all non-first class cricket related activities in the County. Primarily responsible for driving the growth in participation and ensuring the cricket clubs in the county are organised in a way to provide safe, welcoming environments to allow people to enjoy a lifelong involvement in cricket.

Durham Cricket Events – Durham Cricket Events runs the meetings and events, hospitality and catering operations at the Riverside.

Durham Cricket Foundation – the Foundation is the charitable arm of Durham Cricket and delivers initiatives aimed at providing opportunities and improving the lives of the local community.

VISION, PURPOSE AND VALUES OF DURHAM CRICKET

BUSINESS DIRECTION, VISION AND VALUES

Durham Cricket has an essential role as the strategic delivery arm of the ECB in north east England. Durham Cricket also has the opportunity to mark out a very distinctive position in the world of cricket through the development and communication of an inspiring common purpose and strong individual identity (the Durham Cricket brand).

Our vision aligns the organisation from Changing Room to Boardroom, bringing together cricketing and commercial goals and resonates with our community (customers).

An effective Durham Cricket brand demands focus, ambition and a consistent approach to everything we do. There is an expectation that all our people will follow the vision, live and breathe the values and adhere to a set of consistent of behaviours. These are all set out below.

VISION

The vision of Durham Cricket has two key elements. Firstly, there is an internal vision which is designed to guide how the staff go about delivering on the organisation's values and objectives. Secondly there is an external vision which shows how Durham Cricket are going to deliver on its cricketing objectives and assist the ECB in meeting their strategies.

Internal Vision:

Durham Cricket will be recognised for having a winning culture both on and off the field achieved by highly engaged people who enjoy working together with pride and passion.

External Vision:

- 2 £2 million invested into recreational and community programmes
- 0 No debt
- 2 Winning two trophies
- 4 Producing four new England players

PURPOSE

UNLEASHING POTENTIAL THROUGH CRICKET IN THE NORTH

VALUES

PROUDLY NORTHERN

We stand for something. We are family. Genuine, welcoming with a resilient spirit and a sense of fun.

PASSIONATE ABOUT DURHAM

We care about our club, our business and our brand. The passion and emotion unites us and drives us forward to create opportunities for the north on a national and global stage.

PURSUING EXCELLENCE

We strive to be the best we can be. Continuously improving and pushing ourselves to set higher standards.

UNIQUELY CRICKET

Cricket is at our heart and heritage. It makes us unique and its principles guide everything we do.

BEHAVIOURS

The following are a series of behaviours that we expect all of our people to adhere to:

- We are ambitious in the goals we set
- We actively seek and encourage feedback in pursuit of excellence
- We focus on continuous improvement
- We are accountable for our actions
- We catch people doing things right
- We are adaptable and flexible
- We are equitable and inclusive in the way we operate
- We care for our staff and look out for them at all times
- We stay true to our vision



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Head of Facilities
Department:	Operations
Based at:	Seat Unique Riverside, Chester-le-Street. Although may be required to work at other cricketing venues throughout the County.
Position reports to:	Chief Operating Officer
Job Purpose:	<p>To ensure all facilities at the stadium are maintained and presented to an excellent standard.</p> <p>To ensure the site is fully compliant to all relevant health and safety legislation.</p> <p>To manage any contracts and arrangements with external facility management contractors.</p>
Skills & Experience:	<p>A recognised trade would be advantageous.</p> <p>NEBOSH, IOSH or equivalent health and safety qualification essential</p> <p>Previous experience within a similar role essential.</p> <p>Methodical approach to planning and organising and good time management.</p> <p>Excellent interpersonal skills to form good working relationships with colleagues and contractors.</p> <p>Able to organise, manage and support staff.</p>

Working knowledge of Health and Safety at Work Act with particular relevance to contractors.

KEY TASKS, DUTIES AND RESPONSIBILITIES

Facilities / Maintenance

To be responsible for and manage the operation and delivery of facilities by:

1. Acting as the first point of call for all internal and external facility maintenance related queries.
2. Organising and liaising with external contractors to carry out maintenance work, ensuring at all times they meet Company health and safety requirements.
3. Ensuring all planned internal maintenance tasks are carried out on plant and equipment to ensure consistent operation and in line with the Club's internal maintenance files.
4. Ensuring all maintenance tasks carried out on the site are recorded effectively.
5. Ensuring defects identified throughout the site are remedied promptly and effectively.
6. To be on call for handling emergencies.
7. Responsibility for direct site management budget.
8. Coordinating and evaluating site security on a regular basis.
9. Monitoring the cleaning contract and ensuring required standards are met.
10. Devising a Site Plan for all major events showing the entire layout of the ground including catering outlets, media requirements, sponsors positions etc.
11. Liaising with all relevant parties regarding the Event Facility Plan and ensuring their requirements are met.
12. Providing support and assistance to out grounds who host County Cricket matches.

Health and Safety

To be responsible for and manage the operation and delivery of site health and safety by:

1. General co-ordination of health and safety throughout the facility and upkeep of all associated and relevant documentation.
2. Acting as the Competent Person for health and safety on the site.
3. Conducting all Risk Assessments and other appropriate health and safety assessments for the facility.
4. Conducting regular health and safety training sessions for staff.
5. Conducting out of season safety checks on seating, entrance gates, turnstiles and any other appropriate equipment.

ICT

To be responsible for and manage the operation and delivery of the site's ICT through:

1. Managing the ICT maintenance contract with an external IT company.
2. Be the first point of call for all ICT problems on site.
3. Ensure additional plans are put in place to accommodate the extra requirements of large events on the ICT infrastructure.

OTHER CONDITIONS

The post holder will be based at The Riverside as part of the Operations department. Due to the nature of the work the post holder will carry out his/her duties at such times/days which are most effective to perform the tasks required. This will involve some out of hours work – evenings, weekends, Bank Holidays, as necessary.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT

It is the policy of Durham Cricket to treat all employees and job applicants fairly and equally regardless of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Furthermore, Durham Cricket will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above situations.

We recognize and value the difference and individual contribution that people make to the organisation. We strive to ensure that diversity as well as equality is embedded in all our policies, procedures and practices, responding to employees' needs and encouraging employee development to increase their contribution to effective service delivery.

SAFER RECRUITMENT POLICY

Durham Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

HOURS

Full time contract, 35 hours per week

SALARY

Competitive

HOLIDAYS

28 days per annum (pro rata) which includes the 8 statutory Bank Holidays in England & Wales.

PENSION SCHEME

Automatic Enrolment into the Royal London Group Personal Pension Plan. Matched employee contributions up to a maximum contribution of 5% of Basic Salary.

WORKPLACE

Durham Cricket, Seat Unique Riverside, Chester-le-Street, DH3 3QR

TO APPLY

To apply for the role please send a covering letter detailing your suitability for the role and a current CV to recruitment@durhamcricket.co.uk including current salary and salary expectations.

Closing date for applications is **30th October 2022**

It would be our intention to hold interviews for the role during w/c 31st October

For an informal discussion on the role or to discuss salary expectations please contact Richard Dowson on 07909 875727.