



Corporate Social Responsibility and Partnerships Manager

**Reporting into Sussex Cricket Board, based at Sussex County Cricket Club
Full-time, 35 hours per week (including some weekend and evening work)**

Salary - £25-£30K (dependent upon experience)

A new and exciting opportunity has arisen to work for one of the most successful Cricket Clubs in the country. Sport is a powerful tool and Sussex Cricket, through its charitable and recreational arms has seen much of the benefits cricket can bring to people and communities. The purpose of this role is to expand in this area, taking the benefits of sport to wider communities.

Given that this is a new role to expand additional activities in this arena, the successful applicant will have an opportunity to develop the role within parameters determined by the Corporate Social Responsibility (CSR) Steering Group.

Whilst employed by the Sussex Cricket Board, the role will entail working closely with the professional game- Sussex County Cricket Club, and the recreational game- Sussex Cricket Board. The successful candidate will be required to work closely with all departments at the Club, including Commercial and HR.

We are looking for a highly motivated person who believes in the value sport can add to people and their communities. Consequently, we are looking for someone with experience in a similar role, with a proven track record of success in the design, funding and delivery of appropriate programmes, schemes and policies.

For further information regarding the role, please visit our website at www.sussexcricket.co.uk.

To apply, please send a covering letter setting out how you meet the requirements of the person specification along with your CV to Kay Gunn, Head of HR & Client Services at kay.gunn@sussexcricket.co.uk.

Closing date for applications: **5pm on Friday 30th August 2013**

August 2013



Sussex Cricket Board Job Description

Job Title:	Corporate Social Responsibility and Partnerships Manager
Reports To:	Head of Cricket Development
Hours:	Full-time 35 hours per week (includes some evening and weekend work)
Remuneration:	£25-£30K (dependent upon experience)

Role Purpose:

Reporting to the Head of Cricket Development, to play the lead role in the expansion, and delivery, of Sussex Cricket's Corporate Social Responsibility (CSR) activities. In doing so, the role will identify and develop new partnerships and opportunities across a number of workstreams. The role will complement the activities currently delivered by the Cricket Development Team which are more closely associated to the 'Sussex Cricket Player Pathway.'

Key Responsibilities:

- Working with the CSR Steering Group, to implement a 3 year strategy and action plan
- Develop new partnerships in various sectors including health, education, disability sport, social inclusion, and the arts & culture
- Working closely with Sussex Cricket in the Community Trust, to formulate plans to raise the necessary funding to ensure that all activity in this area is self-financing
- Managing existing partnerships
- Manage all Sussex Cricket's Charitable policies and relationships
- Create and launch a new brand associated to the programme
- Manage people, either paid staff or volunteers, as directed by the Sussex Cricket Board
- Work closely with the HR Manager to ensure CSR messages are effectively developed and communicated internally.
- Ensure effective internal communication to ensure an integrated delivery through strong working relationships with the following:
 - SCCC Staff
 - SCCC Ambassadors
 - SCB Development Team
 - Area Cricket Associations
 - Relevant ECB personnel



Essential Criteria	
1. Education	
	<ul style="list-style-type: none"> Degree or equivalent (desirable)
2. Experience	
	<ul style="list-style-type: none"> Experience in role relevant to position Proven ability to build and maintain client relationships with people from all backgrounds Proven track record in delivering projects Proven track record in fund raising and grant applications for similar activities
3. Skills & Knowledge	
	<ul style="list-style-type: none"> An understanding of the power of sport Excellent presentation skills Sound commercial awareness Commitment to delivering outstanding client service Excellent communication skills, both written and verbal Ability to develop client relationships using emotional intelligence Understanding of the business benefits of social media (Facebook, Twitter, Linked-In etc.) Ability to organise and manage your own time effectively Proven record of influencing client relationships at a senior level Strong IT skills including Microsoft Word, Excel, Powerpoint and Outlook
4. Personal Qualities	
	<ul style="list-style-type: none"> A high level of enthusiasm, with a desire to succeed Results- driven Creative and innovative approach Self-motivated , with a proactive approach to work Comfortable engaging and developing relationships at a senior level A team- player A professional attitude and appearance Articulate and amenable, with a sense of humour Thrives on working under pressure Flexible approach (working hours to include evening and weekend working) Willingness to embrace the Sussex Cricket values: honesty, enjoyment, selflessness, respect and drive
5. Additional	
	<ul style="list-style-type: none"> Full Disclosure and Barring System check Full and clean driving license