



Kent County Cricket Club Limited

Venue Operations & Commercial Executive (Beckenham)

The Role

As the Venue Operations & Commercial Executive at The County Ground, Beckenham you will be responsible in making sure the impressive ground and facilities continue to represent a high-quality venue for cricket, sport and events.

The role will include sales, marketing and business development responsibilities together with operational activities such as the day to day running of the Indoor Cricket School and other sports pitches/courts.

You will be a key member of the team and ensure the customer experience is at the heart of The County Ground's operations.

This fantastic role would suit an energetic individual who is focused and has a strong work ethic.

Key Responsibilities

- Venue Operations: Ensuring customers are provided with a safe environment, acting in the event of emergency and providing support to the day-to-day facilities management of the ground.
- Responsibility over the sports bookings an online booking system and communicating with customers via email, telephone and face-to-face.
- Work closely with the Finance Executive at Canterbury with regards to invoicing sports booking customers.
- Manage the Duty Office rota for shifts outside of office hours.
- Assist in operational planning and delivery of First-Class Cricket matches as well as other fixtures and events held at The County Ground.
- Involvement with the marketing, communications and business development objectives of the business.
- You will be involved in project managing and delivering aspects of a longer-term strategic plan for the ground at Beckenham.
- You will form a strong and effective working relationship with the Venue Operations Manager, Groundstaff, Duty Officers and General Catering Manager at The County Ground.



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Ideal Candidate

Suitable candidates will be commercially and operationally capable.

They will be driven, well organized and a pro-active worker.

A knowledge, appreciation and understanding of the sports industry, particularly cricket, would be an advantage.

They will be a results focused team player, knowledgeable and respected.

An energetic self-starter with motivation, commitment and enthusiasm.

Knowledge and Experience

- Would suit someone who is looking to move into a new role after graduating or with some years of experience in a first job.
- Proven track record in managing operations in either a customer environment or facilities management role.
- Good event management skills.
- A solid understanding of sales & marketing.
- Some financial management experience.
- Good computer literacy.

Appointment Process

Kent County Cricket Club welcomes applications from a fully diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

In order to apply, please send full curriculum vitae and a covering letter with a personal statement on your qualification for the role. Candidates should also send names and contact details for at least two referees (referees will not be contacted until final interview stage).

Applications should be sent as follows:

Email: anna.spencer.kent@ecb.co.uk

or

Post: Anna Spencer

Kent County Cricket Club, Worsley Bridge Road, Beckenham, BR3 1DR

The deadline for receipt of applications is close of play (1700hrs) on Tuesday 5th March 2019. All applications will be acknowledged and will be interviewed by a duly constituted Appointments Panel. Interviews are likely to take place the week commencing 11th March 2019. Appointment will be subject to satisfactory references and a satisfactory Disclosure from the Disclosure and Barring Service. Having a criminal record will not necessarily preclude you from being appointed, this depends on the nature of the offences and other relevant considerations.