

JOB TITLE

Job Title:	Commercial Partnerships Administrator
Reporting to:	Head of Business Operations
Expected Salary:	£25,700 per annum, pro rata
Contract:	Part Time (21 hours per week)
Hour of Work:	Tuesday – Thursday 9am – 5pm (potential for flexibility)
Deadline to apply:	Mon 20 October 2025
	(successful candidates will be notified by Fri 24 October and invited to interview on Thurs 30/Fri 31 October)
Location:	The Ambassador Cruise Line Ground, New Writtle Street, Chelmsford, Essex CM2 0PG

Person Specification

Knowledge and Experience

- Previous experience working in a fast-paced administration role.
- Proficient in Microsoft Word, Excel, and PowerPoint and experience working with CRM systems.
- Previous experience of budget and P&L sheet administration.

Essential Attributes

- Excellent written and verbal communication skills, with confidence in engaging with senior stakeholders.
- Strong organisational and time management skills.
- Attention to detail and a methodical approach to work.
- Ability to work independently, but as part of a team.
- Personable, hardworking, efficient.
- Ability to work well under pressure and meet deadlines.
- Right to work in the UK.
- Previous experience in a similar role.

Desirable Attributes

- Interest and knowledge of cricket helpful, but not essential
- Experience of working within a sales / commercial team
- Full driving license with access to a car

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Main Duties:

- Administration of new and existing partnership contracts.
- Administration of the Partnerships contact database.
- Responsible for the smooth transition from sales process to onboarding.
- Support on all commercial and partnership administration and account management as required.
- Ensure partners are invoiced as per their contracts and work with the accounts team to liaise with any invoicing queries and audit trail.
- Create income and expenditure reports for all commercial agreements.
- Support Partnerships Executive in the delivery of the end of year presentation reviews for partners.
- To support with the renewal process of existing partners.
- To provide general administrative support for the Business Operations department.
- To organise internal meetings as required and take notes / action points.

Purpose of the Role

To support the Business Operations Team in the administration of all Commercial and Partnership agreements, on-boarding, events and account management.

Our Mission

TO BE THE NUMBER 1 CRICKET REGION, built on a platform of On Field Success, Off Field Growth and Home-Grown Inspiration.

Our FOCUS FOR SUCCESS is to

EXCITE – every individual to be excited by Cricket

ENGAGE – all partners and stakeholders to the opportunities around Cricket

ENHANCE – the development and improvement of Cricket in the East Region

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Essex 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.

Essex Cricket will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of age, gender, gender reassignment, marital or civil partner status, disability, race, colour, ethnic or national origin, religion/belief or sexual orientation.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process, and we would aim to reach agreement to the changes.

To apply please complete the Essex Cricket application form online. Any additional information should be sent to vacancies@essexcricket.org.uk (e.g. a covering letter explaining your suitability for the role and your CV).

Closing date for applications is **20th October 2025**

All applications will be reviewed once received and interviews will be held on 30th and 31st October with the relevant qualifications, experience and right to work.

Essex Cricket reserve the right to close the application process prior to the advertised closing date should a suitable candidate be identified.

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