

JOB TITLE

Job Title:	Hospitality & Events Administrator
Reporting to:	Head of Business Operations
Expected Salary:	£25,700 per annum
Contract:	Full Time
Hour of Work:	37.5 hours per week including evening & weekend work during the cricket season and event days, Including working all key matchdays and events held at Essex Cricket. This position is office based, with the flexibility to work one day per week from home.
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)

Person Specification

Knowledge and Experience

- Min 1-year previous hospitality / events delivery and or administration experience.
- Proficient in Microsoft Word, Excel, and PowerPoint and experience working with CRM systems.

Essential Attributes

- Personable, hardworking, efficient
- Highly organised
- Good time management
- Strong communicator, both written and verbal
- Ability to work independently, but as part of a team
- Ability to work well under pressure and meet deadlines
- Experience of working within a demanding office environment
- Confident in a customer facing role
- "Can do" attitude

Desirable Attributes

- Interest and knowledge of cricket helpful, but not essential
- Knowledge of Events500 and/ or Secutix systems.

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Main Duties:

- Responsible for all administration connected to match day hospitality & events, via the event management system (Events500 - (Full training on the booking system will be given)
- Plan, coordinate, and deliver a variety of events including corporate functions, private parties, conferences, and match-day hospitality.
- Work with the Senior Sales Executive to ensure a smooth process from sales to delivery.
- Act as first point of contact to hospitality & events queries, both face-to-face, over phone and via email
- Liaison with the Conference and Events Co-ordinator to deliver non-match day events.
- Manage the ticket distribution for all match day hospitality bookings.
- Work with the Commercial Partnerships team to organise and deliver all commercial and Business Club events.
- Liaise with the catering team to ensure all catering logistics and requirements are in place, including the creation of function sheets, within the required deadlines. Ensure all updates/changes are communicated in a timely manner.
- Responsible for producing table plans, menu cards, place cards, when required.
- Responsible for obtaining feedback post-event to evaluate success and identify areas for improvement, and reporting findings back to the wider team.
- Play a leading role in meeting, greeting and hosting our hospitality guests and network with all stakeholders of the business
- To ensure the satisfaction of each guest, solving any hospitality related problems on the day of the events
- To build professional relationships with new customers and maintaining existing relationships with guests and sponsors of the club
- Assist the Commercial Partnership Executive on delivering commercial partnership assets when required
- Liaise with the Commercial sales and Marketing Executive to assist in the marketing and promotion of match day hospitality, conference & events bookings and commercial events
- Support the Head of Business Operations to ensure all hospitality agreements are profitable, track match day hospitality and event budgets and create financial reports as required.
- To process invoicing requests and payments for hospitality and events when required

Purpose of the Role

The administration and delivery of all match day hospitality bookings and to assist with the preparation and delivery of all commercial, conferences and non-match day events that take place at the Ambassador Cruise Line Ground.

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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

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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