JOB TITLE

Job Title:	**Commercial Assistant**
Reporting to:	Head of Business Operations
Expected Salary:	£24,800 per annum
Contract:	**One-year Fixed Term Contract (Maternity cover)**
Hour of Work:	37.5 hours per week Increased hours, will be required during the cricket season and event days, Including working all key matchdays (including weekends) and events held at Essex Cricket. This position is office based, with the flexibility to work up to two days per week from home.
Deadline to apply:	**20th November** **To apply please complete the Essex Cricket application form using the following link: Essex Cricket - Employment Application Form - Commercial Assistant – Fill out form**
Location:	The Ambassador Cruise Line Ground, New Writtle Street, Chelmsford, Essex CM2 0PG

Person Specification

Knowledge and Experience

- Good general standard of education, including GCSEs (or equivalent) in English and Mathematics.
- Previous experience in an administrative, customer service, hospitality, events or office-based environment is desirable.
- Experience using Microsoft Office applications, particularly Outlook, Word and Excel.
- Experience maintaining accurate records and databases is advantageous.
- An interest in sport, hospitality, events, sales or commercial partnerships is desirable.

Key Attributes

- Excellent organisational skills with strong attention to detail.
- Strong verbal and written communication skills.
- Professional, confident and friendly manner when dealing with partners, guests and colleagues.
- Ability to manage multiple tasks and prioritise workload effectively.
- Proactive and willing to take ownership of administrative tasks.

- Highly reliable with a positive and flexible approach to work.
- Comfortable working both independently and as part of a team.
- Strong customer service mindset with a commitment to delivering excellent experiences.
- Willingness to support matchday, evening and occasional weekend events when required.
- Ability to handle confidential and commercially sensitive information appropriately.
- Right to work in the UK

Technical Skills

- Competent user of Microsoft Office 365, including Word, Excel, Outlook and Teams.
- Ability to learn and use CRM systems and other business software.
- Accurate data entry and record-keeping skills.
- Ability to produce clear reports, meeting notes and business correspondence.

Desirable

- Degree, diploma or qualification in Business, Marketing, Sport Management, Events Management or a related subject.
- Experience using a CRM system such as HubSpot, Salesforce, Microsoft Dynamics or similar.
- Experience supporting hospitality, events or sponsorship activity.
- Full UK driving licence.
- Interest and knowledge of cricket is helpful, not essential.
- Experience of working within a sales/ commercial team

Main Duties

- Provide administrative support for partnership agreements and contract management.
- Provide administrative and operational support to the Head of Business Operations as required.
- Take, prepare and distribute minutes from internal Business Operations team meetings.
- Maintain and update the business contact database, including current partners, prospective partners and key business contacts.
- Support the Partnerships Account Manager with the onboarding and implementation of new partners.

- Assist with the administration of the commercial rights CRM system.
- Assist the Partnerships Account Manager with partner communications relating to fixtures, events and partnership benefits.
- Liaise with the Finance team to ensure timely and accurate invoicing and maintain associated records.
- Support the Hospitality & Commercial Executive in the preparation of annual income and expenditure reports for partnerships and commercial activities.
- Assist in the delivery of Matchday Hospitality and Club Events, including the production of menus, tickets, place cards and guest documentation.
- Gather, collate and report on feedback received from matchday hospitality guests to support continuous improvement.
- Provide operational support for matchday hospitality, partner activations and events as required.
- Support the Marketing team with commercial and partnership-related initiatives where required.
- Undertake any other duties reasonably required to support the Commercial, Partnerships and Hospitality teams

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

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.

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Closing date for applications is **20th November 2026**

All applications will be reviewed once received and interviews will be held on **25th & 26th November** 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.