



Appointment of  
**Non-Executive  
Director**

**October 2023**

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# Introduction

Dear Applicant,

## Thank you for your interest in joining our Board.

As a Board, we are passionate about the role cricket plays as a force for good and strongly believe that the game has something to offer everyone. We aim to develop and protect the future of cricket by making it the sport of choice in Oxfordshire.

We have a committed Board, a passionate Executive Team and loyal volunteers at all levels who support the game across the County. We are experiencing an exciting period of growth and development for our organisation and our Board plays a pivotal role.

We are seeking to **appoint a** Non-Executive Director to our Board who will oversee finance to help us achieve our ambitions.

Successful candidates will bring proven leadership experience and will be steadfastly committed to the principles of good governance and equality, diversity and inclusion. They will help us to foster welcoming and positive experiences for all involved in cricket across Oxfordshire and to make a lasting impact in the County.

Our aim is to attract a wealth of talented, diverse individuals motivated to support us in delivering our strategy and move us into a new era. Whether this would be your first board appointment, or you are an experienced board member, if you share our vision and can help us in achieving our mission, we encourage you to apply.

More information can be found on the pages to follow.

We look forward to hearing from you.

## The Board of Oxfordshire Cricket





# About the Organisation

**At Oxfordshire Cricket our mission is to develop and protect the future of Cricket by making it a sport of choice in Oxfordshire.**

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first class game. We work hand in hand with Sussex, our first class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 9 full-time staff and 5 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girl's sections.

Further information on our team can be found [here](#).

## History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging their County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed, the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire have been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

## Aims

Our focus will be:

- To make a difference to the local community through the development of inclusive cricket.
- To develop and promote excellence within the game.
- To increase participation by attracting and retaining players, volunteers, officials and coaches into the game.



# The Strategy 2020 -2024

Oxfordshire Cricket launched its strategy for cricket in Oxfordshire in April 2020. The strategy sets out the ambitions for Oxfordshire Cricket for the period 2020-2024 and aligns closely to ECB's **Inspiring Generations**.

During the process of producing our strategy, we have identified the following six priority areas:

1. Engage Children and Young People
2. Transform Women and Girls' Cricket
3. Make Cricket Accessible
4. Support our Communities
5. Grow and Nurture the Core
6. Thriving Performance Cricket.

Our strategy is available online [here](#) for your reference.



## Board and Leadership

**In Oxfordshire we pride ourselves on having a strong governance framework that underpins all cricket activity within the Board and the County.**

As a company limited by guarantee we are governed by our own Articles and Bye-Laws, Directors are elected by the members. The Chairman is appointed by the Directors and we hold ourselves accountable to key stakeholders and sponsors in providing the services that they fund.

Financially our aim is very clear, to spend what we receive, whilst at the same time taking a responsible decision to reserve funding for any employment risks. We have an independent assurance report and publish our accounts and annual report at the AGM each December.

As one truly integrated organisation we balance the challenges of participation with those of performance. Our Directors take responsibility for each of our functional areas. They attend weekly team meetings and are generally on hand to support and advise our workforce. Our salaried staff are aligned to three major areas, participation, performance and central services. The workforce attends monthly Board meetings, where we review the operation and on a rotational basis review the work of each area, taking the opportunity to acknowledge performance and provide support on any issues.

Our current Directors can be found [here](#).



# The Role and Person Specifications

## The Opportunity

Oxfordshire Cricket seek a Non-Executive Director, with responsibility for finance to join our Board who share our ambition for creating inclusive and accessible cricket opportunities in Oxfordshire at both the grassroots and performance level. As a Board Director, you will offer crucial checks and challenges, mentorship and support to Oxfordshire Cricket ensuring we benefit from the very best governance whilst remaining supportive of our young and developing workforce.

The Non-Executive Director will help us to further foster a robust, collaborative and strategic board environment. It is critical that the Directors have an emotional engagement with the cricket community of Oxfordshire and that their thoughts and requirements are carefully considered. They will be dedicated to enabling excellent outcomes across the game at all levels, ensuring that our local communities have the opportunity to engage in cricket in a way that is meaningful to them.

We would especially welcome those who bring commercial and financial acumen and strong networking skills to the Board.

We are committed to building a board that is representative of the communities we serve and are keen to ensure that there is a diversity of thought, knowledge and professional and lived experience across our Board. We therefore welcome and encourage applications from any suitable individuals who share our vision and have the capacity and expertise to help us deliver a positive impact through cricket in Oxfordshire.

Whilst a passion for cricket would be beneficial, we are also keen to hear from people who have energy and enthusiasm for the impact of sport and charity activities in general to support us in delivering on our mission.



## The Roles and Person Specifications

**Job Title:** Finance Director

**Reporting to:** The Chair

**Term:** 3 years, which can be, upon review, extended to three consecutive terms.

**Time Commitment:** Circa one to two days per month.

**Remuneration:** Voluntary with paid expenses.

### Role Responsibilities

- Providing strategic and financial guidance to ensure that the company's financial commitments are met.
- Developing all necessary policies and procedures to ensure the sound financial management and control of the company's business.
- Responsible for the company's long-term financial health and growth.

- Line management of the part-time Finance Officer: Overseeing accounting operations and reporting, including AGM pack for members, annual accounts, HMRC including tax returns and pensions.
- Company Secretary responsibilities.
- Supporting the compilation and the delivery of Oxfordshire's strategy.

### The Person

Broadly speaking, particularly compelling candidates will possess the following:

- Extensive senior level accountancy experience, likely to be a qualified accountant.
- Significant managerial experience.
- A demonstrable passion for Cricket and Oxfordshire.





## The Role and Person Specifications

### Key Skills

- Strategic leadership – Contribute and add value at a Board level to develop multi-year plans in a consensual environment and drive through a variety of programs to a successful conclusion.
- Line Manager – lead and motivate the paid finance manager.
- Stakeholder Management – work with our major stakeholders to service their requirements and deliver stakeholder and customer satisfaction. Management of the annual financial cycle of activity – ensure that the strategic plans of the organisation are fully funded. Where this is not possible, that compromise and agreement is reached on the priorities given the financial limitations.
- Communication - be able to communicate in all forms from dealing with players and clubs to communicating with the Board. There may also be a need at major events and forums to promote and represent Oxfordshire Cricket.

### Personal Qualities and Attributes

- A collaborative, collegiate and inclusive leadership style.
- A strong personal commitment to equality, diversity and inclusion and a passion for increasing the accessibility and inclusivity of the game.
- A keen strategic eye, particularly with respect to finance and income generation.
- Excellent interpersonal skills.

### Additional Notes

- Because of the hybrid nature of volunteers and professional staff, there needs to be flexibility in weekend and evening working.



## How to Apply

Candidates wishing to apply should submit a CV (including comprehensive details of key achievements and responsibilities) along with

a covering letter which fully addresses the competencies outlined in the role description and person specification.

**The closing date for applications is 9am (GMT) 31 st November 2023.**

**Applications, and any further questions, should be directed to Chris Parkinson at [cparkinson@oxoncb.com](mailto:cparkinson@oxoncb.com).**

## Inclusion

Oxfordshire Cricket believes that excellence will be achieved through recognising the value of every individual. A broad range of perspectives, backgrounds, and opinions amongst our global community of colleagues is crucial in maintaining our culture of openness, intellectual curiosity, and creativity. We take an active role in supporting under-represented communities and groups in becoming better and more fairly represented in the leadership of all organisations. We also know that diverse and inclusive teams have a positive impact on our ability to identify, engage and secure candidates from these groups.

Our commitment to inclusion across race, gender, age, religion, sexual orientation, identity, and experience drives us every day – for clients, for candidate identification and in the recruitment, development, and retention of colleagues.

To ensure inclusion based on age, disability, ethnic or national origin, family circumstance, gender, gender identity, marital status, nationality, political or religious beliefs, race, socioeconomic background, and sexual orientation, we would like to specifically invite applications from under-represented groups.

