

## Job Description

<b>Job Title:</b>	<b>Sports Business Management Placement</b>		
<b>Department/Group:</b>	Central	<b>Reporting to:</b>	Director of Development and Commercial Partnerships
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Voluntary with Stipend (£5,000) and Expenses Paid	<b>Position Type:</b>	Placement Student - Full Time 5 days a week or Part Time - 4 days a week

### Role Description

#### Aims of the Role

Oxfordshire Cricket's mission is:

**'To make cricket open for All'**

This placement offers a comprehensive experience within Oxfordshire Cricket, focusing on operations management, logistics, marketing, and event organisation. The selected candidate will support the delivery of cricket coaching sessions, assist in event coordination, and contribute to marketing and communication efforts to promote cricket across the county.

This placement is designed for students who have a passion for sport management, coaching, and international business. The successful candidate will gain insight into the commercial, operational, marketing and strategic aspects of the sports industry while developing essential business and management skills. The role will involve working closely with various departments, contributing to key projects, and gaining practical industry experience.

#### Role and Responsibilities

Key Responsibilities:

- Assist in the planning and execution of sports events, training programmes, and coaching initiatives.
- Support business operations, including marketing, and project management within the sports sector.
- Conduct market research and analysis to identify growth opportunities in the international sports industry.
- Work on sponsorship and partnership proposals, liaising with stakeholders and clients.
- Assist in the development of digital marketing campaigns, social media content, and promotional activities.
- Support data collection and analysis.
- Contribute to strategic business planning and projects.
- Provide administrative support to the management team.

#### Learning Opportunities

- **Employability Skills:** Develop communication, teamwork, time management, and problem-solving abilities.
- **Marketing & Event Experience:** Gain hands-on experience in promoting and executing cricket-related events.
- **Operations & Logistics:** Build skills in session planning, equipment management, and coordination.
- **Data & Strategic Reporting:** Learn how to track, analyse, and present data to measure the success of initiatives.

#### Skills & Experience Required:

- Enthusiastic individual with excellent interpersonal skills and a proactive attitude.
- Strong organisational skills with attention to detail, especially in event planning and data tracking.
- An analytical mindset with a willingness to learn about data collection and reporting.
- Ability to adapt and a willingness to learn in a dynamic environment.
- Reliable transportation to travel to various locations across Oxfordshire.
- For candidates aged 16 and above, an ECB Disclosure and Barring Service (DBS) check is required, which Oxfordshire Cricket can facilitate.

#### Personal Attributes:

- Passionate about increasing participation and engagement in cricket.
- Motivated and proactive with the ability to innovate and think strategically.

- Strong interpersonal skills and a collaborative approach to working with diverse teams and stakeholders.

### **Qualifications and Education Requirements**

- ECB Enhanced DBS verified - Essential
- ECB Safeguarding Level 2 - Essential

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

### **OTHER REQUIREMENTS**

- This role will require the individual to be able to travel independently

### **Additional Notes**

- This role will require flexibility from the role holder in terms of hours.
- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd

### **How to Apply**

Please complete and submit the Safer Recruitment Application Form to Nick Pinhol at [NPinhol@oxoncb.com](mailto:NPinhol@oxoncb.com) **by 17:00 on Monday 10th of November 2025.**

### **References**

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

### **Conditional Offer of Appointment**

**Any offer to a successful candidate will be conditional upon the following:**

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

### **NOTE**

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol at [NPinhol@oxoncb.com](mailto:NPinhol@oxoncb.com) to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to [NPinhol@oxoncb.com](mailto:NPinhol@oxoncb.com)