

# People & EDI Administrator

## Salary and Benefits

### The Position

As part of our ongoing commitment to make cricket an inclusive sport and be the leading professional association in the UK, we are recruiting for a People & EDI (Equity, Diversity & Inclusion) Administrator.

This role will support our inclusion journey and our People & EDI 4 year plan which fully supports the England Cricket Board (ECB) recommendations post-ICEC (Independent Commission for Equity in Cricket) report.

The role involves supporting the development of People & EDI programs and initiatives that foster inclusion across the organisation. This will include supporting the EDI Director with data analysis and reporting on our progress for the relevant committees and forums.

We are looking for a passionate individual who is people focussed and who is interested in the world of EDI to support the PCA's commitment to embedding EDI principles across the organisation.

You will support the EDI Director with the delivery of the PCA's People & EDI agenda and work with the Office Manager to oversee the day to day office requirements to ensure the organisation is inclusive and compliant.

### Salary

£23 - £26k per annum, pro-rata for 3 days per week, depending on experience.

### Responsibilities

As the EDI Administrator you will report into the EDI Director and you'll need to:

- Support with research and promote EDI initiatives and share good practice
- Support the EDI Director with the monitoring of the People & EDI 4 Year Plan
- Promote changes and raise EDI awareness within the organisation
- Co-ordinate and take notes for the EDI Working Group
- Support with the internal EDI complaints process
- Support and be part of the internal wellbeing staff group (Glow Hub)
- Support with co-ordinating learning and development for the organisation
- Interact with people at all levels and from a range of backgrounds
- Support with the preparation of presentations and workshops to staff, stakeholders and partner organisation

When supporting the Office Manager your duties may include:

- Managing inventory of office supplies, including stationery and multimedia equipment to ensure smooth office operations
- Maintaining office operations, including post collection, health and safety and office relocation processes,
- Supporting the Office Manager with HR matters
- Interacting with people at all levels and from a range of backgrounds

### **Skills**

You'll need to show:

- a commitment to promoting equity, diversity and inclusion
- excellent written and oral communication skills
- cultural sensitivity
- experience of building relationships
- the ability to build the trust and work as part of a team
- self-motivation and an ability to use initiative
- organisational and project-management skills
- good report-writing ability
- presentation and training skills
- experience in a related role such as Office Administrator or other relevant position
- flexibility and the ability to work across all levels and meet changing requirements.