13th January 2023

Dear MDX Jr Parents;

Most, if not all of you, will know Vickie Prow who over the last 8 years played an integral role in growing Middlesex Junior Squash (‘MDX Jr’) to where it is today - as the largest county in England Junior Squash with over 100 county players. Vickie will be leaving us in February to take on a new role at England Squash as their Competition Manager. Although we are sad to see her go, it provides an exciting opportunity for someone else to step in to continue to develop this incredible community.

We are looking to recruit someone to take on the role of **Business Development and Administration**. This is a paid role and one that can be done from home with very flexible hours. The ideal person for the job will be involved in the sport and is already part of our county. Please have a look at the [job description](https://middlesexjuniorsquash.co.uk/business-development-administration-officer/) on our website and deadline below and contact me on [admin@middlesexjuniorsquash.co.uk](mailto:admin@middlesexjuniorsquash.co.uk) if you are interested or know someone who is.

We are also in the process of creating a **Development Committee** led by parents (volunteers) including the following positions:

- Treasurer

- Tournament & League Support (MDX Gold, MDX Closed, ICC)

- Parental liaison

Please contact me on [admin@middlesexjuniorsquash.co.uk](mailto:admin@middlesexjuniorsquash.co.uk) if you can volunteer for one of these roles.

MDX Jr is a self-funded organisation for the purpose of the development of county level junior squash. We rely on parents support to organise the season’s calendar in order to maximize the juniors’ development including weekly coaching sessions, Intercounty Competition (ICC), sports and fitness sessions etc. There is a lot to do and with your help we hope to continue to develop and grow MDX Jr.

Sincerely;

Marcus Yang

Chair of Middlesex Jr Squash

**Job Description:**

**Business Development and Administration**

**Development**

* England Squash:  Contact and liaison
* London & SE Region:  Contact and liaison
* Coach Development (organising coaching courses/qualifications and support)
* Club support/development
* Development of junior programmes
* Marketing & awareness for junior enrolment across the County

**Administration**

* Weekly coaching programmes
* County squad registration and training
* ICC and county match organisation
* Holiday & pre-comp programmes
* Tournaments (MDX Closed, London Gold, Open and Leagues)
* Newsletter and communications
* Website and social media
* Database management/updates

The above involves, booking venues, marketing and communications with parents and players, bookings (registration and payment), coordination with coaches, full tournament organisation.

**Finance**

* Payment/receipts, credit control and reporting
* Verification and payment of invoices and reporting
* Financial reports
* Budget management
* Coordinate and provide support to MDX Sr and Jr Treasurer

**Deadline:** 15th February 2023

Applications and CVs should be sent to: [admin@middlesexjuniorsquash.co.uk](mailto:admin@middlesexjuniorsquash.co.uk)