



“A Partnership Without Boundaries”

Cricket Development Officer

Job Title: Cricket Development Officer (Full Time/Permanent)

Hours: Flexible – min 40 hours per week.

Salary: Dependent on skills and experience

Start date 1 January 2019

Closing Date for applications: 31 October 2018

1. Job purpose and focus

Forming relationships with a variety of stakeholders and be the point of contact for Junior cricket development in Guernsey.

As part of the development team the Cricket Development Officer will lead on managing existing programmes, as well as driving new opportunities within the following growth areas of the game:

- Tots Cricket and Futures Stars
- Management of Junior Club competitions
- Women and girls cricket entry level and participation programmes
- Disability Cricket
- Community and casual cricket offers

The post holder will be expected to engage with traditional cricket partners such as clubs and schools, however we will also expect the post holder to investigate new partners to work with who may be able to help bring new audiences to the game.

Specific responsibilities across the areas above will include:

Tots Cricket and Future Stars:

- Managing and developing the existing programmes
- Growing participation numbers in line with Guernsey Cricket KPI's
- Work with sponsors to build visibility and connection with activities
- Ensure sufficient 'Activators' are available and capable to meet participant numbers

Management of Junior Club competitions:

- Managing and developing the existing programmes
- Growing participation numbers in line with Guernsey Cricket KPI's
- Work with sponsors to build visibility and connection with activities
- Engage with Club's and their members to empower them to take on administration, coaching and match support roles

GCB Office, KGV, Rue Cohu, Castel, Guernsey, Channel Islands, GY5 7SZ

T: 01481 257332 E: info@guernseycricket.com Website: www.guernseycricket.com

The Guernsey Cricket Board is a Limited by Guarantee (LBG) Company and is registered accordingly in Guernsey (Company No. 44609).

The Guernsey Cricket Board is a Registered Charity (CH299) as required by The Charities and Non Profit Organisations (Guernsey) Law, 2008

Women and girls cricket entry level and participation programmes:

- Managing and developing existing participation programmes (e.g. Girls Academy)
- Identifying suitable competition formats for women and girls, both in Guernsey, mainland UK and within ICC Europe

Disability Cricket:

- Delivering in school and community settings to help grow awareness of disability cricket
- Working with existing and new partners to maintain and grow the disability player pathway from entry level through to representative cricket

Community and casual cricket offers:

- Working with Lady Taverners on 'Wicketz Programme'
- Working with the Guernsey Sports Commission on own initiatives i.e. Street Sports

2. Supervision and work planning

The Cricket Development Officer will be line managed by the Director of Cricket.

The role will be based out of the Guernsey Cricket office at KGV.

The position will be a full-time role. The employees' normal working days will be Monday-Sunday and the employee will not normally be required to work before 9.00am or after 9.00pm. However due to the nature of the work involved in the position, the employee may be required to work evenings, weekends or public holidays, and will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

3. Experience and Qualifications

Essential:

- Understanding of a variety of Cricket Development programmes
- Experience of working within Sports Development or another National Governing Body, as either a volunteer or paid professional
- Experience of working with recreational sports clubs and the enthusing of volunteers
- Good project management skills and ability to prioritise and work to deadlines
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Excellent leadership skills
- Ability to work independently and as part of a team
- Excellent administrative skills and evidence of project work
- High levels of energy and enthusiasm and the desire to succeed
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes
- Experience as a cricket coach to ECB level 2 or UKCC2 (or overseas equivalent)
- Child protection trained or commitment to achieving this within a short period of time
- First Aid trained or a commitment to achieving this within a short period of time
- DBS checked or a commitment to achieving this within a short period of time
- Ability to travel independently between sites (Full and valid Guernsey/UK driving licence)

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Desirable:

- Experience of using innovation to implement and successfully deliver a new project
- Understanding of partnership working and the ability to create strong and sustainable links
- Experience of working on cricket specific projects
- Experience of teaching/coaching children of all ages
- Knowledge of the National Curriculum Teaching Programme
- A knowledge of the structure of cricket in Guernsey
- A knowledge of the structure of cricket in ICC Europe

4. Other duties:Child Protection Officer

- Ensure Guernsey Cricket activities and those running them act within local guidelines for safeguarding children
- Maintain a register of coaches and responsible persons ensuring all have the adequate DBS certification, and any other appropriate paperwork
- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with and adhere to the GCB Safeguarding Policy. This includes inducting new staff.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during an following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the Core Team.
- Providing guidance on relevant matters to the Core Team, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of DCPO is suitably covered by the Deputy DCPO or another member of staff.

This job description only contains the principle accountabilities/main duties relating to this post and does not describe in detail all of the duties required to carry them out.

Other duties may be required to be undertaken from time to time as directed by the Board. This will include, but not be limited to managing travel and logistical issues around all of island travel for Guernsey Cricket teams and staff.

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To apply please submit a CV and covering letter, taking note of the Job Description and email it to Mark Latter – mark@guernseycricket.com

Closing date for applications: Wednesday 31st October 2018 **Interview day:** TBC

If you wish to discuss the role before applying, please contact:

Mark Latter – 07911 722145

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