



WORCESTERSHIRE CRICKET

JOB DESCRIPTION

The Job Description summarises the major roles and responsibilities of the appointment. It is not intended to exclude the job holder from being asked to undertake any other activities as required from time to time by the Cricket Development Director, nor future changes to the job holder's responsibilities. The precise duties and responsibilities of any job may be expected to change over time. Job holders will be consulted over any proposed changes to this job description before implementation.

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| Job Title: | <u>Club Development Manager & Allstars Champion</u> |
| Contract: | Permanent |
| Salary: | £22.5 - £30k dependent upon experience |
| Benefits: | Life Cover, & Company Pension |
| Hours per week: | Normally 35 hours per week, but as and when required by the Cricket Development Director, including additional hours, evening and weekend working |
| Responsible to: | Cricket Development Director |
| Location: | Normally New Road, but as and where required by the Cricket Development Director. |

Job Context:

Worcestershire Cricket exists to lead, support and influence, the growth, quality and accessibility of recreational cricket across the county. Our mission being to "Inspire a Lifelong Passion for the Game", with the sole focus of securing the games future through inspiring the next fan, follower and player through providing great experiences and lasting memories.

With the new ECB strategy entitled "Cricket Unleashed", County Cricket Boards are focussing on More Play through driving participation and growth. This exciting new role will focus on supporting the health and growth of clubs across Worcestershire; supporting the clubs needs and ensuring ECB programmes and initiatives are delivered and deployed effectively. This role will also be responsible for transition of school kids across to identified clubs through the effective organisation and management of the ECB All Stars programme.

Summary of Job Purpose:

The Club Development Manager position will be responsible for the backbone of cricket across the county, our cricket clubs. Ensuring the clubs needs and challenges are addressed and various ECB initiatives are delivered appropriately and timely to guarantee growth of the game across clubs and the wider community. Acting as the main point of contact for club volunteers the role will ensure growth in the number of people playing and volunteering at clubs.

The role will also drive the ECB All Stars programme and will be responsible for the management and delivery of agreed targets through working closely with the Youth Participation Officer (schools) and the Worcestershire County League and Junior Competition Administrator.

The post holder will be the glue connecting the ECB and WCBL team to local clubs and ensuring communication is constantly fed back in all directions to ensure excellent customer service to our clubs and strong relationships.

Principal Duties and Responsibilities:

Club Development

1. To lead and be accountable for all club related programmes and to act as a club “GP” to share best practice and advice across club development issues and opportunities.
2. Workforce development – recruitment & retention: Organise, manage and co-ordinate high quality programmes and courses to help clubs develop their volunteer base – coaching, volunteering, officiating, groundsmanship and safeguarding.
3. To drive and influence clubs in the implementation of ECB club support initiatives including Clubmark, Club Development Planning, Natwest Cricket Force, Playcricket adoption, Women’s softball and the Outstanding Service to Cricket Awards etc.
4. To create and facilitate club development plans with a good knowledge of Club Matters and The My Club system.
5. To drive the 4 respective Club Support Groups, ensuring every club attends the meetings and benefits from relevant and interesting content.
6. To work closely with the Worcestershire County League Administrator in being proactive with club development issues, ensuring a feedback loop is in place to communicate issues and opportunities.
7. To drive and influence clubs in the development of women and girls cricket sections and disability sections.
8. To support clubs and development of facilities projects for the recommendation of the CDD. Managing the EWCT Small Grants Scheme.

All Stars Champion

1. To be accountable for the successful delivery of the ECB’s All Stars cricket programme.
2. To sell All Stars to clubs and encourage and support clubs in gaining accreditation and deploying local plans to attract kids to their clubs.
3. To deliver engaging training seminars and workshops in conjunction with the ECB Youth Participation Executive.
4. To plan effective marketing of club and All Stars programmes.
5. To establish links with external partners who may be able to deliver and support the growth of All Stars cricket.
6. To co-ordinate and deploy All Stars activation sessions to KS1 and lower KS2, working closely with the Youth Participation Officer.
7. To recruit Activators and volunteers to deliver the ASC programme, leveraging local links with 3rd Party Delivers and Universities.
8. To support National Activation of All Stars Cricket Events eg T20 Finals Day .
9. To ensure all quality assurance measures are met and review and act upon customer feedback, resolving issues and complaints where necessary.
10. To co-ordinate the money can’t buy experiences and encourage as many kids of ASC to become members of WCCC. In addition to supporting national activation events where appropriate

General Responsibilities:

1. To attend regular meetings associated with the role including Club Support Group meetings and weekly All Stars Champion Webex's etc.
2. To maintain detailed records and provide quantitative and qualitative progress reports of all coaching, personal development and associated activities undertaken personally, and of coaches working on the programmes.
3. To work at all times in a professional and presentable manner.
4. To pursue relevant personal development of skills and knowledge necessary for the effective performance of the role.
5. To work with the development team to support the development of and maintain effective links with cricket clubs and stakeholders across Worcestershire.
6. To comprehend and adhere to relevant Company standards, rules and regulations, and policies and procedures relating to health & safety and financial management and control.
7. To bring the attention of the Cricket Development Director to any potential hazards, problems or difficulties to the business or cricketing operations of the Company.

This job description is not exhaustive, only containing the principle accountabilities/main duties relating to this post and other tasks may be carried out as directed by Worcestershire Cricket.

PERSON SPECIFICATION

Qualifications:

The Job Holder will ideally have:

- Eligibility to work in the UK
- Certificates of attendance on first aid, relevant good practice and safeguarding young cricketers (within 3 years)
- A full clean current driving licence.
- An up to date ECB DBS check.

Training and Experience:

Essential

- Significant experience of working in a customer facing role.
- Excellent sales and listening skills.
- Experience of project management.
- Experience in managing the deployment and delivery of programmes.
- Strong communication skills both verbally, and written.
- The ability to mentor and facilitate group discussions in creating development plans.
- Excellent presentation skills.
- Strong interpersonal skills and the ability to develop trust and establish partnerships.
- The ability to influence and inspire those around you.
- Attention to detail and the desire to exceed expectations.
- High organisation skills
- Excellent use of IT and Microsoft office.

Desirable

- A working knowledge of the All Stars and club development programmes.
- ECB Level 2 Coaching Certificate qualification (not essential)
- Membership of the ECB Coaches Association (not essential)
- Experience of working within a County Cricket Board.
- Experience in sports development and working with volunteers.

Personal Attributes, Aptitudes and Abilities:

- Ability to evaluate, review, revise and implement new ideas and methods of working.
- Ability to motivate, persuade, support and influence individuals and organisations.
- A commitment to equal opportunities and working towards equality standards.
- Flexibility to work evenings and weekends.
- Excellent communication and inter-personal skills, both written and verbal.
- A positive attitude with initiative, focus and drive.
- Patience with an orderly approach to problem solving.
- A customer-orientated approach to all facets of the work and the Companies operations.
- Ability to multitask between multiple threads of diverse aspects of work.
- Ability to work effectively under pressure with minimum supervision.
- Ability to work alone and for the overall benefit of the Company.
- Ability to work within a team and to contribute to the overall success of the team and the Club as a whole.
- Ability to interact effectively with all areas of the organisation.
- Ability to contribute positively at all times to a pleasant and friendly atmosphere throughout the Company.
- Commitment to work to the Companies standards and within formalised rules, regulations, policies and procedures.

Signed:

Signed:

Date:

Date: