



Dundee & Angus Cricket Development Officer

Are you passionate about grassroots sport and interested in working with a Sports National Governing Body? Dundee & Angus Cricket are looking for an enthusiastic individual to deliver great cricket experiences to convince Scotland to #ChooseCricket

The successful candidate will be responsible for delivering cricket development activities on behalf of Dundee & Angus Cricket (and its partner clubs) in alignment with the Cricket Scotland Participation Plan.

The focus of the role will be on ensuring quality first experience programs in clubs and schools, workforce development, club support and collation of key club information. There will also be a component of the role servicing specific needs of partner clubs within the context of the existing Dundee & Angus work plan.

Should you wish to have an informal discussion about the role, please contact Nic Wilson (07891 408915)

To apply, please send your CV and a covering letter outlining your suitability for the role to applications@cricketscotland.com

The closing date for applications is 5pm on Wednesday 11th November 2019. Interviews scheduled for week commencing 25th November 2019.

Cricket Scotland is an equal opportunities employer and as such will not discriminate against any employee because of a protected characteristic (sex, race, disability, age, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief).

Role Title:	Cricket Development Officer
Main Purpose:	To promote and develop cricket across the Dundee and Angus area
Responsible to:	Regional Participation Manager (on behalf of Dundee and Angus Cricket and Cricket Scotland)
Office:	To be discussed
Hours:	37.5 hours per week
Outline of Role:	The role will be responsible for delivering cricket development activities to Dundee and Angus Cricket (and its member clubs), in alignment with the Cricket Scotland Participation Plan, with a focus on First Experience, Workforce Development, Club Support and collation/management of key club data/intelligence. There will also be a component of the role servicing specific needs of the partner clubs within the context of the existing D&A Cricket work plan.
1 First Experience	<p>Promotion of the All Stars programme including school visits, Activator recruitment/training, club communication, event management (Money Can't Buy experiences etc.)</p> <p>Promotion of Kwik Cricket including school visits, Activator recruitment/training, club communication</p> <p>Delivery of training in the Cricket Scotland Curriculum for Excellence module(s) to teachers, PE leads etc – coordinating training logistics and ongoing management of teacher confidence, competence and needs</p> <p>Facilitation and assistance to clubs implementing Women and Girls HUBs</p>
2 Workforce development	Work with Cricket Scotland's workforce development manager to:

	<p>Support and mentor existing activators and volunteer coaches to plan and deliver high quality cricket experiences</p> <p>Ensure coaches are aware of upskilling opportunities and assist/ensure their enrolment to training appropriate to their development</p> <p>Promote to coaches the value of membership of the Cricket Scotland Coaches Association and encourage joining</p> <p>Act as a conduit between the Cricket Scotland Coaches Association and local coaches, as required</p> <p>Promote Match Official pathways to the local cricket community and assist in recruitment of potential match officials</p> <p>Support club efforts to recruit new volunteer administrators and managers.</p> <p>Maintain a register of club coaches/activators and monitor their development, qualifications and outcomes</p>
3 Club Support	<p>Assist clubs in utilizing the Cricket Scotland Club Self-Assessment Tool, and assist the club development planning that arises from that</p> <p>Act as an “Account Manager” to clubs, determining and planning the support each club receives from Cricket Scotland</p> <p>Monitor club compliance with Child Protection policies and guide clubs as needed to achieve full club compliance</p>
4 Data and Communications	<p>Assist Cricket Scotland in communicating with clubs, and vice versa</p> <p>Support clubs to develop their own collation, management and use of data to increase participation in cricket activities.</p> <p>Collate club information as requested by Cricket Scotland and manage that information in accordance with GDPR act 2018</p> <p>Promote messages of respect, inclusivity and fair play as consistent with Cricket Scotland values</p>
5 Other	<p>Reporting on activities and outcomes as agreed with Dundee and Angus Cricket and required by line manager</p>

	<p>Service specific club development needs, as agreed with the Regional Participation Manager and included in annual work plan</p> <p>Deliver training and support to other entities (eg Active Schools, community sports HUBs) as may be required from time to time</p> <p>Cricket Scotland activities and events that require “all in” participation, including meetings, conferences, matches and other instances</p> <p>Participation in continuous personal development as agreed with and/or required by line manager</p> <p>Other duties as may be required from time to time</p>
6 Working Hours	Due to the nature of the business a flexible approach to working hours and the 37.5 hour contracted working week is to be expected

Person Specification

Cricket Development officer	Essential	Desirable
Experience	<p>Clearly demonstrate knowledge and understanding of sports development, including club development</p> <p>Experience of coaching cricket and engaging with children and young people through sport.</p> <p>Project management experience</p>	<p>Experience of Primary & Secondary curriculum and working in a school environment</p> <p>Experience of and knowledge of strategic sports development planning</p>
Knowledge, Skills and Understanding	<p>Clearly demonstrate the ability to engage with key partners and maintain good working relationships, including clubs, schools, CS staff, Regional Associations, ECB, Local Authorities etc</p> <p>Clearly demonstrate excellent communication skills both written and verbal</p> <p>Ability to prioritise tasks, meet deadlines and work on own initiative.</p> <p>Confident in using Word, Excel and PowerPoint</p>	<p>Knowledge of curriculum for excellence</p>

	<p>Full driving licence and access to transport</p> <p>Membership of the PVG scheme</p> <p>An understanding of and commitment to equality of opportunity, diversity and inclusion.</p> <p>Ability to coordinate and bring together all elements of the post</p>	
Qualifications & Training	<p>A UKCC level 2 Cricket Coaching qualification (or equivalent)</p> <p>Educated to a degree/diploma level</p>	A UKCC Level 3 Cricket Coaching qualification (or equivalent)
Job Specific Requirements	<p>Possess personal motivation</p> <p>Ability to work as a team member with all partners, and to work effectively alone</p> <p>Enthusiastic and highly motivated with the ability to motivate others</p> <p>Excellent interpersonal skills</p> <p>Ability to build trust and devolve responsibility and resources to partners/colleagues</p> <p>Clear understanding of the benefits that physical activity and sport can bring to all</p>	