

Vacancy: Cricket Scotland Development Coordinator (6 months)

Background

Cricket Scotland is the governing body for the game at both performance and participation levels throughout Scotland. Our vision is to inspire Scotland to choose cricket and we do that by supporting the different forms of the game within communities, schools and over 130 clubs throughout the country.

A fast-paced organisation with big aspirations, the future of Scottish Cricket is incredibly bright, and a fantastic opportunity has arisen to join the organisation for an initial six-month term to support the Head of Development in the delivery cricket development and club support programmes across the country.

The position reports into the Head of Development and is based at Cricket Scotland's offices in Edinburgh with work at host venues across Scotland.

Purpose of Role

The Development Coordinator will provide administrative support for all Cricket Scotland development programmes and will manage the PVG process for Cricket Scotland and its member clubs, maintain various Development Department databases and provide admin support for online training events, including using the C-vent booking system.

Role Description

Role Title:	Development Coordinator (6 months)
Outline of Role	To support the delivery of cricket development and club support programmes
Responsible to:	Head of Development
Key Liaison with:	Development Team, Operations Team, Marketing & Communications Team, Equality Delivery Group, ICC Europe, Sportscotland, ECB, Regional Associations, Junior Development Groups, Clubs
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	Full time 37.5 hrs
1. National Programmes	<ul style="list-style-type: none"> Compliance checks and support for Scottish club/school/community-based centres for All Stars Cricket and Dynamos
2. Safeguarding	<ul style="list-style-type: none"> Managing the PVG process for Cricket Scotland and member clubs Maintaining and database of club Child Wellbeing and Protection Officers and club safeguarding policies, staff PVG's and annual training

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	<ul style="list-style-type: none"> • Admin support for (online) safeguarding training • Safeguarding adults- admin support for implementation of policy and procedures for CS and with clubs
3. Equality, Diversity, and Inclusion	<ul style="list-style-type: none"> • Maintain training database • Annual equality survey administration • Equality newsletter (with Marcomms)
3. Workforce Development	<ul style="list-style-type: none"> • Booking coaching courses on C-vent system and managing certification • Umpiring and scoring courses admin with CSMOA and ICC-Europe
4. ICC census	<ul style="list-style-type: none"> • Coordinate collation of data for submission to ICC-Europe
5. Events	Provide admin support for annual events: <ul style="list-style-type: none"> • Cricketforce • Grounds seminar • Clubs and coaching conference • Schools Week of Cricket
6. Other databases	Maintain accurate databases for <ul style="list-style-type: none"> • Pitches and facilities • Schools • Coaches Association (with Workforce Development Manager) • CS members and patrons (with Marcomms) • Club Development Tool
7. Website and social media content	Provide support, with Marcomms, for creating and sharing content through: <ul style="list-style-type: none"> • Website • Social media • Email to sections or all the wider cricket in Scotland network
Projects	This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.
Working Hours	The job is a temporary role contracted from mid-March to September 2021. Due to the nature of the business, a flexible approach to working hours is to be expected.

Background and Experience

The successful candidate should have the following skills, education, and experience:

Educational and Professional Qualifications

Desirable

- A degree or equivalent in sports administration or communications

Previous Experience/Training

Essential

- Previous experience as an administrator/co-ordinator for a similar organisation

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- Excellent knowledge of Microsoft 365 including Microsoft Teams and Zoom
- Previous experience of relationship building within membership or sporting organisations.
- Strong technical ability and experience of either database or online registration systems

Desirable

- Previous project management or event management experience
- Experience of working with membership organisations
- A knowledge and understanding of cricket and / or experience of working in a cricket organisation
- Excellent knowledge of social media platforms and Wordpress

Skills

- Highly articulate individual with excellent written communications and presentation skills.
- An ability to work to organisational deadlines and KPIs
- Ability to build strong internal and external relationships and deliver customer-centric solutions
- Team player with the ability to collaborate with others to meet shared objectives
- Recognizing the value that different perspectives and cultures bring to an organisation

Remuneration

The package will include a salary of £20,000 pro rata, laptop, and mobile smart phone.

Applications

Interested applicants should send a covering letter together with their CV to the Chief Executive at applicants@cricketscotland.com clearly stating the name of the role. Closing date for applications is 17:00 on Sunday 28th February 2021.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its recruitment and employment practices, and to making its services as accessible as possible. We aim to be an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, race, religion or belief, sex, sexual orientation, pregnancy and maternity, marriage and civil partnership.

As part of our work to achieve these goals, we need to collect personal data which will be handled in the strictest confidence and will only be used for statistical monitoring purposes. We would encourage you to complete our equality monitoring form which can be found [HERE](#).

Interviews for suitable candidates may take place before the closing date.

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No agencies.

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United

Determined

Excellence

Dynamic

Integrity