

## **Community Coach and Competitions Officer – Job Description**

<b>Job Title:</b>	Wiltshire Cricket Community Coach and Competitions Offer
<b>Contract:</b>	Permanent, Full-Time Position
<b>Hours of Work:</b>	37 hours per week
<b>Remuneration:</b>	£18,000 - £20,000 (Based on experience) + expenses + Stakeholder Pension Scheme

### **1. Job Purpose:**

Wiltshire Cricket Limited is a high-performing County Cricket Board responsible for the growth and development of ECB Growth Initiatives, Charity-led programmes and county-wide competitions. In line with ECB's Inspiring Generations strategy and our own 'Driving Cricket's Future' strategy, Wiltshire Cricket continues to offer and develop cricket opportunities for a diverse audience throughout the county, as we aim to make Cricket a game for all.

The continual growth and development of cricket in Wiltshire is largely due to engaging more children, young people and adults through All Stars Cricket, Dynamos Cricket, Chance to Shine Programmes, Super 1s Cricket Hubs, Street Cricket Projects, and an expanding Women & Girls' Club Network.

Wiltshire Cricket are looking to recruit an enthusiastic individual with a passion for Cricket and its many associated audiences. This person will become part of the Wiltshire Cricket Community Coaching team and will be integral to the continual development and growth of leading county-wide programmes, projects, and competitions.

### **2. Job Focus:**

As part of the development team, the Community Coach and Competitions Officer (CCCO) will be an integral employee, responsible for delivering priority work areas and will also fulfil the responsibilities of a Competition Officer; leading and overseeing several county-wide competitions.

Specifically, the role will include the following areas:

- Women & Girls Competition Delivery and Support
- Chance to Shine - Street Cricket Project Management & Delivery
- Competition Management for Wiltshire's Junior Club Competitions (U13, U15 & U19 T20)
- Wiltshire Cricket Community Coach (Chance to Shine & Lords Taverners Delivery)
- Wiltshire Cricket Representation at County-wide events.
- Summer Holiday and "Second-window" Delivery of ECB National Programmes.

The post holder will be expected to engage with all necessary partners in order to successfully fulfil the role. This will include working with schools and clubs to create migration from Chance to Shine activity and Lords Taverners delivery. Additionally, the post holder will work effectively with clubs, volunteers and external partners to support with the delivery of ECB National Programmes and Women's & Girls' Cricket.

Specific responsibilities across the areas above will include:

#### **Competition Management for Wiltshire's Junior Club Competitions (U13, U15 & U19 T20)**

- Management and organisation of key county-wide competitions for Wiltshire's Junior Clubs for U13, U15 and U19 age groups. Management of the full competition process to include; promotional communications, entry management, fixture planning, club communications and finals day management, where appropriate.

- Continuing to grow and promote the Junior Club Competitions to encourage increased participation and inclusion in each of the competitions.
- Scheduling and management of fixtures for competitions via club-focused fixture meetings or use of the ECB play-cricket system.
- Planning and management of competition finals day events, inclusive of fixture schedules, off-field activity (e.g. music) and awards presentations.
- Monitoring and evaluation of competitions throughout the year, via the ECB Play-Cricket online system and regular communications with clubs via email, conversations and in-person visits.
- Working closely with competition sponsors to continually provide high quality competitions for participants, spectators, host clubs and competition sponsors.

#### **Wiltshire Cricket Community Coach**

- Planning and delivering promotional sessions in primary schools to actively promote the local All Stars Cricket and Dynamos Cricket centres, ensuring that this ECB National Programmes delivery complements other Wiltshire Cricket and charity-funded programmes.
- Delivering and having an active involvement with the provision of Girls Secondary School programmes. This will include the delivery of cricket taster sessions, young leader training, community sessions, extra-curricular activities and competitions.
- Delivering and supporting The Lords Taverners Disability Cricket Programmes in a variety of settings, inclusive of schools and the Wiltshire Disability Cricket Hubs.
- Supporting the delivery of other school-based competitions and programmes.

#### **Women's & Girls' Cricket Competition Delivery and Support**

- Working closely with the Wiltshire Cricket Development Manager to deliver, support and facilitate a range of Women's & Girls Competitive and Recreational Offers, including Soft Ball Festivals, Soft Ball Leagues, Hard Ball Leagues and Finals Days.
- Building upon a close partnership with Western Storm and its respective regional academy through attendance at regional events. This may also include Western Storm events and courses hosted by Wiltshire, such as the Young Storm Champions Course.

#### **Chance to Shine – Street Cricket Project Management and Delivery**

- Management and delivery of the Chance to Shine Street Cricket Project, based in Swindon. To include promotion, parent communications, facility bookings and session delivery.
- Monitoring and Evaluation of the project throughout the year, whilst acting to problem solve and continue the provision of high-quality and appealing street cricket sessions.
- Lead on competition provision for Street Cricket projects, working closely with neighbouring county boards to deliver exciting and inclusive competition days throughout the year.
- Work closely with Chance to Shine to report, evaluate and review Street Cricket Projects throughout the year.

#### **Wiltshire Cricket Representation at County-wide events.**

- Represent Wiltshire Cricket in-person at a number of high-profile county-wide events throughout the year, inclusive of Women's Soft Ball Festivals, U19 T20 Finals Days and Wiltshire Wallop Finals Day.
- Provide flexible, in-person support for host clubs in the management and delivery of high-profile county-wide events.
- Present awards, trophies and medals to competition winners at County Finals Days, offering short speeches of thanks and recognition to host clubs, volunteers and competition participants.

#### **Summer Holiday and "Second Window" Delivery of ECB National Programmes.**

- Liaising and working with Wiltshire Cricket's All-Stars Champion and local cricket clubs to provide high-quality ECB national programme provision during the summer-holiday period or "second window", during The Hundred Competition.
- Build upon existing links with partners and support the delivery of additional cricket activity through partnership events and activities. This may include working closely with Wiltshire and Swindon Sport to identify suitable opportunities for joint working or additional activity.

### **3. Additional Responsibilities:**

The post will involve supporting the other members of the Development Team with priority work areas as and when they arise. There will also be some work programmes which will have shared ownership across all areas of the Development team, for example Clubmark Accreditations and School Engagement Days.

Wiltshire Cricket is also keen that all posts provide an opportunity for the postholder to demonstrate innovation, and potentially generate revenue for the Cricket Board. In such instances, Wiltshire Cricket will be keen to listen to and where appropriate support innovative new ideas and in doing so would discuss an incentive reward scheme for the successful implementation of that project.

### **4. Supervision and Work Planning:**

The post is employed by Wiltshire Cricket Limited and will be line managed by a Cricket Development Manager. The post holder will be expected to travel around the county but will have flexibility to work from home or Wiltshire Cricket Offices when applicable.

The position is a full-time role. The employee's working hours will vary throughout the year. Whilst typically hours will be Monday-to-Friday, between 9am and 5.30pm there will also be periods of the year whereby the employee will be attending competition events on Sundays and will therefore have a day off in lieu during the week. For example, summer months may require greater flexibility with working hours due to the nature of the work involved for this position. The employee may be required to work weekends (typically Sundays), evenings or public holidays, and will be required to carry out their duties on such days that are most effective to perform the responsibilities of the position.

### **5. General**

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.

### **6. Experience and Qualifications**

#### **Essential**

- Passion for sport, inclusive of Children's, Women's & Girls and Disability Sport
- Experience of working with primary school aged children
- High levels of energy and enthusiasm and the desire to succeed
- Ability to build rapport and inspire others through both words and actions
- Excellent leadership and communication skills
- Excellent event and competition management skills
- First Aid trained within the last three years or commitment to achieving this within a short time.
- Child Protection trained within the last three years or commitment to achieving this within a short time
- Hold an ECB DBS certificate (formally CRB) or a commitment to attaining this prior to commencement of employment
- Ability to manage yourself effectively
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Excellent administrative skills and evidence of project work
- Computer literate and effective user of using Microsoft Office

- A member of ECBCA or a commitment to attaining this within a short period of time
- Ability to travel independently between sites (full and valid UK driving licence)

**Desirable**

- Minimum ECB Level 2, Core Coach or UKCC2 Coach Qualifications or a commitment to achieving this in the near future.
- Experience of working on cricket specific projects.
- Experience of working within schools
- Experience of working within Girls Cricket, Women's Cricket and/or Disability Cricket sectors.
- Knowledge of Chance to Shine and The Lord's Taverners Charities
- Knowledge of All Stars Cricket, Dynamos Cricket and U19 T20 Competitions.
- Knowledge of the links between County Sports Partnerships, Local Authorities and National Governing Bodies.
- Minimum three years experience as a qualified Cricket coach
- Experience of working with recreational sports clubs

**7. To Apply:**

To apply please submit a CV and covering letter, taking note of the Job Description and email it to Pete Sykes at [pete.sykes@wiltshirecricket.co.uk](mailto:pete.sykes@wiltshirecricket.co.uk).

**Closing date for applications:**

Monday 21<sup>st</sup> March 2022

**Interviews will take place during the week commencing:**

Monday 4<sup>th</sup> April 2022.

If you wish to discuss the role before applying, please contact Pete Sykes.

Email: [pete.sykes@wiltshirecricket.co.uk](mailto:pete.sykes@wiltshirecricket.co.uk) or Mobile: 07920 581413