**Women and Girls Development Officer – Job Description**

 **Job Title:** Wiltshire Cricket Women and Girls Development Officer
**Contract:**  Permanent, Full-Time Position
**Hours of Work:** 37 hours per week
**Remuneration:** £25,000 + expenses + Stakeholder Pension Scheme

1. **Introduction:**

Wiltshire Cricket Limited are looking to appoint an outstanding individual to drive the continued growth of the women’s and girls’ game in Wiltshire. In recent years we have seen fantastic growth and prominence of Women’s and Girls Cricket but there is still so much more to do as we strive to make Cricket the most inclusive Sport in England and Wales.

Wiltshire Cricket Limited is a high-performing County Cricket Board responsible for the growth and development of Cricket, including delivery of ECB Participation and Growth Initiatives and charity-led programmes. 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.

We are looking to recruit an enthusiastic individual with a passion for Cricket at all levels, ranging from developing new initiatives through to coaching and developing players within a talent pathway environment. This person will become an integral part of the Wiltshire Cricket Development team, working alongside the Cricket Development Manager, to lead the continual development and growth of Women’s and Girls Cricket throughout the county.

1. **Job Focus:**

As part of the development team, the Women and Girls Development Officer will be an integral employee and will combine coaching responsibilities with administrative and development work. responsible for delivering coaching in 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 and Girls Club Development
* Women and Girls Competition Delivery and Support
* Community Coaching on Girls School programmes
* Girls Talent Pathway administrative support
* Girls Talent Pathway coaching support

**Women and Girls Club Development:**

* Maintain and create a close relationships with clubs, leagues, Chance to Shine, ECB, Women’s community groups and other partners where appropriate; with the intention of supporting the development of the club network throughout Wiltshire.
* Work closely with the Wiltshire Cricket Equity, Diversity and Inclusion Board sub group to identify how it can support the continued evolution of Women’s and Girls sections and/or standalone Cricket clubs throughout Wiltshire, to ensure that our clubs become sustainable and that our women’s and girls’ sections become more represented within Cricket club committees.
* Be responsible for dissemination of women’s and girls’ information across the county to relevant clubs and parties.
* Support the growth and development of the women’s & girls’ workforce.
* Maximise the girls only opportunities at cricket clubs through the All Stars and Dynamos National Cricket programmes.

**Women and Girls Competition Delivery and Support:**

* Work 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.
* Lead on the continual review of Women and Girls playing offers in order to identify opportunities for new or amended indoor and outdoor competitions.
* Be an active member on relevant Women and Girls League committees.

**Community Coaching on Girls School and community programmes:**

* Organise, deliver on and have 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.
* Support the delivery of other school-based competitions and programmes as required.
* Identify the opportunity for community based All Stars and Dynamos National programmes for girls; providing opportunities in parts of the county where there may not be a nearby Cricket club.

**Girls Talent Pathway administrative support:**

* Assist the Wiltshire Cricket Development Manager and Wiltshire Cricket Talent Pathway with the planning and administration of the Girls Talent Pathway programme, including support with programme design, Talent ID, trials and ensuring that the Talent Pathway complements the club playing offer.
* Build 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.

**Girls Talent Pathway coaching support:**

* Support the delivery of Girls Talent Pathway trials.
* Deliver on the Wiltshire Cricket Girls Talent Pathway winter coaching programme.
* Support with the management and coaching of Girls Talent Pathway teams as required during the playing season.
1. **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 for the delivery elements of the role. With regards office based work, Wiltshire Cricket employees are currently based from home but in the near future the county is likely to move to a hybrid approach, allowing for flexibility to split work between home and the Wiltshire Cricket Offices as 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 in which the employee will be attending competition events on Sundays or coaching on the Talent Pathway and will therefore have a day off in lieu during the week. The employee will be required to carry out their duties on such days that are most effective to perform the responsibilities of the position.

1. **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.

1. **Experience and Qualifications**

**Essential:**

* Passion for sport, inclusive of Children’s and Women’s & Girls and Disability Sport
* Minimum ECB Level 2, Core Coach or UKCC2 Coach Qualifications or a commitment to achieving this in the near future.

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**

* Experience of working within a school environment
* Experience of working on cricket specific projects.
* Experience of working within Girls Cricket and/or Women’s Cricket
* Knowledge of Chance to Shine and the ECB
* Knowledge of All Stars Cricket and Dynamos Cricket
* 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
1. **To Apply**

To apply please complete the [application form](https://forms.office.com/Pages/ResponsePage.aspx?id=DHVFD8u6sk2-mwNWHeBOZ6zNp4Mafj1HjDxA_7GVRy5UQ1E5QzMwUlNWR0JEUzBCNTRINkNWN1k3OS4u), taking note of the Job Description.

**Closing date for applications:** Friday 3rd November 2023

**Interviews are proposed to take place:** w/c 11th November 2023

If you wish to discuss the role before applying, please contact Sam Dent.
Email: sam.dent@wiltshirecricket.co.uk or Mobile: 07484 916777.

1. **Safeguarding Statement:**

Wiltshire Cricket is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.