

Club Development Officer

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 Schools and Clubs Manager, 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.

Job Title:	<u>Club Development Officer</u>
Contract:	Full Time
Salary:	£21,000 - £25,000 dependant on experience
Benefits:	Life Cover, & Company Pension
Hours per week:	Full time – 35 hours per week
Responsible to:	Schools and Clubs Manager
Location:	New Road, but as and where required by the Schools and Clubs Manager

Job Context:

Worcestershire Cricket exists to lead, support and influence the growth, quality and accessibility of recreational cricket across the county.

We strive to connect communities and improve lives by inspiring people to discover and share a passion for cricket, as well as shifting the perceptions of our game and becoming pioneers of inclusion.

We aim to Inspire a generation to say 'Cricket is a game for me' using three simple words:

Excite – Ignite passion for the game.

Embed – Provide opportunities for everyone to find their place in cricket.

Excel – To support everyone, to become the best they can be.

This exciting role will focus on continuing to develop the growth of cricket in the club environment. Worcestershire Cricket are looking for a highly motivated and competent, Club Development Officer capable of providing the best service, advice and support for recreational cricket clubs throughout Worcestershire.

Summary of Job Purpose:

The Club Development Officer will be responsible for the proactive development of all recreational cricket clubs in Worcestershire, delivering Worcestershire Crickets strategic plan of Players, Place and People.

Role Description & Person Specification

Objectives:

- To be the main point of contact for all recreational cricket clubs in Worcestershire.
- Responsible for the participation and growth of recreational cricket within Worcestershire.
- Delivery of a relevant playing offer delivered in cricket clubs, as appropriate for players from the age of 5, delivering appropriate formats irrespective of age, location, ability and gender.
- Responsible for the delivery of Worcestershire Cricket's strategic plan; Players, Place and People.
- Responsible for achieving the targets and objectives as determined by the Schools and Clubs Manager. These to include but not exclusively, ECB programmes, Women and Girls development, safeguarding, facilities development and investment.
- To liaise and closely work with internal departments to ensure targets, and objectives are delivered.
- Lead and develop the volunteer workforce to deliver agreed targets and objectives.
- Support and liaise with ECB, Leagues, local authorities, County Sports Partnerships and other relevant partners.
- To support the work of the Schools and Clubs Manager, Head of Participation and Growth and the Board of Directors as required.

PERSON SPECIFICATION

Knowledge:

- Understanding Sports Development principles.
- Understanding of current programmes undertaken by Worcestershire Cricket.
- A working knowledge of the ECB and national programmes, specifically All Stars and Dynamos Cricket.
- An understanding of the cricket landscape and support networks – ECB, County Board and local.
- A good understanding of the challenges and opportunities for recreational cricket clubs.
- A good understanding of the Worcestershire Cricket landscape.
- Understanding the exit routes for all participants through Club and Community settings.

Experience:

Essential

- Significant experience of working in a customer facing role.
- Experience of business development.
- Excellent sales skills.
- Strong Negotiation skills.
- Experience of partnership working.
- Experience of project management.
- Strong communication skills both verbally, and written.
- Excellent presentation skills and experience of presenting to groups.
- The ability to mentor and facilitate group discussions.
- Strong interpersonal skills and the ability to develop trust and establish partnerships.
- The ability to influence and inspire those around you.
- High organisation skills.
- Excellent use of IT and Microsoft office
- Experience of partnership working.

Desirable

- Experience in sports development and working with volunteers.
- Experience in managing the deployment and delivery of programmes.
- Experience of writing development plans.
- Experience of working within or in partnership with a County Cricket Board.
- Experience of ECB National Programmes, specifically All Stars and Dynamos Cricket.
- Experience of Safeguarding.
- Experience of facility development.

Personal Attributes

- A positive attitude with initiative, focus and drive.
- Excellent communication and inter-personal skills; written, verbal and listening.
- A customer-orientated approach to all facets of the work and Worcestershire Cricket operations.
- Ability to work effectively under pressure with minimum supervision.
- Ability to motivate, persuade, support and influence individuals and organisations.
- Ability to multitask between multiple threads of diverse aspects of work.
- Ability to evaluate, review, revise and implement new ideas and methods of working.
- A commitment to equal opportunities and working towards equality, diversity and inclusion standards.
- Ability to work within a team and to contribute to the overall success of the team as a whole.
- Ability to interact effectively with all areas of the organisation.
- Ability to evaluate, review, revise and implement new ideas and methods of working.
- 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.

Qualifications:

The Job Holder will ideally have:

- Eligibility to work in the UK.
- First aid certificate.
- Safeguarding Young Cricketers.
- A full clean current driving licence, and access to own transport.
- An up to date ECB DBS check.

Safeguarding:

Worcestershire Cricket Board is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer 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.

Worcestershire Cricket will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of age, gender, gender reassignment, marital or civil partner status, disability, race, colour, ethnic or national origin, religion/belief or sexual orientation.

All applicants will have equality of opportunity during our selection processes.



WORCESTERSHIRE CRICKET

If you require further information about this post, please contact Schools and Clubs Manager, Harry Kitchen harry.kitchen@wccc.co.uk ; 07850 603939

If you would like to be considered for this vacancy please complete and send a covering letter accompanied with your recent CV quoting the Job Reference **CLUBDEV** in the subject heading to: worcestershirecricket@wccc.co.uk

Deadline for applications is midnight on: 17th March 2023. Please Note: Due to the urgency of filling this vacancy, suitable candidates will be interviewed as and when they apply and the role will be closed as soon as a suitable candidate has been sourced.