

# National Club Development Officer

## BACKGROUND

Cricket Ireland is the governing body for Cricket at both performance and participation levels throughout All-Ireland, representing the interests of the game at all levels. The future of Irish Cricket is incredibly bright with the awarding of ICC Full Membership to Cricket Ireland in 2017. The strategic vision of the organisation is to establish infrastructure and facilities required of a Test nation – as defined in our Strategic Plan 2021-23.

## JOB OVERVIEW

Working daily within the Participation Team and reporting to the National Development Manager, the post-holder will be responsible for supporting the Provincial Unions and Clubs to grow the capability of club personnel, system and process through nationally aligned strategic objectives. They will support the Participation department and Provincial Unions on Club Connects projects aimed at meeting the strategic priorities for cricket in Ireland, together with providing any associated administrative support across the Provincial Union Development Teams related to Club Connects .

## KEY RESPONSIBILITIES

- Work in partnership with Provincial Unions and Clubs in designing and implementing the Club Connects programme which covers key areas of:
  - Governance
  - Capability (Volunteer Development, Finance, Marketing & Communications, Environment & Facilities)
- Develop and implement through collaboration with Provincial Unions a consistent, island-wide best practice template for the recruitment and training of volunteers for various roles across the game
- Work alongside the Cricket Ireland Head of Facilities to support Provincial Unions and clubs:
  - Sports Capital Programme, Sport NI Building Better Facilities Programme and other facility funding streams available
  - Other relevant national club facilities initiatives
- Work alongside the Cricket Ireland Safeguarding, Equality, Diversity and Inclusion Officer promoting Safeguarding, ED&I through the Club Connects programme
- Highlight and promote the work carried out by Provincial Unions and Clubs with respect to funding and club development
- Provide direct customer support to the Provincial Unions and clubs in relation to all Cricket Ireland participation programmes
- Identify funding opportunities and support Provincial Union's in signposting clubs with the preparation of funding applications, drawing down grants and monitoring and evaluation
- Work closely with the Cricket Ireland Coach Education Manager and Provincial Union Coach Education leads to deliver high quality coach education opportunity to club coaches
- Manage the role out of registrations/competitions management and live scoring systems for the club game, assisting in the training and development of regional and local experts
- Manage & co-ordinate All Ireland Senior and Youth Cup competitions working closely with Cricket Operations, Events, Provincial Unions and Clubs on delivering memorable events
- Develop strong working relationships with Provincial Unions and Clubs and act as a Cricket Ireland champion at all times
- Any other tasks relevant to the role

## CRITERIA

- Qualification or relevant experience in either Sports Development, Sport & Recreation, Education or Management
- The candidate will have a thorough understanding the administration and implementation involved in running a sporting club and/or an understanding of sports development
- Excellent communication skills – both written and oral
- The ability to build and maintain positive relationships with a diverse stakeholder group
- Understanding of strategic insights and business planning
- Knowledge of IT including working with databases, spreadsheets, word processing and presentation packages
- **Full clean driving license and access to own vehicle**

## KEY QUALITIES

- Strong organisational skills incorporating excellent attention to detail
- Must be highly organised and able to work under pressure, with the ability to multi-task
- Excellent time management skills are required with the ability to work on one's own and as part of a team
- The facility to work flexible hours, as dictated by a sport which is largely leisure /volunteer based
- Demonstrable working knowledge of Microsoft IT and software packages including Office, Word, Excel and PowerPoint

## REMUNERATION

- Salary: €28,000 - €32,000 per annum
- Position tenure: Permanent
- Position location: Cricket Ireland Offices, Unit 15c Kinsealy Business Park, Kinsealy K36CD70

## PROCESS

- The closing date for applications will be Wednesday 5<sup>th</sup> April 2023
- A detailed letter of application and full CV should be sent by email to [recruitment@cricketireland.ie](mailto:recruitment@cricketireland.ie) and will be confidential. Please advise where you saw the advert
- Eligibility to work in ROI & UK is essential.
- Interviews will be held as soon as possible after the closing date