



Lancashire Cricket Board

Women & Girls Cricket Development Officer (fixed-term maternity cover)

JOB DESCRIPTION

JOB TITLE:	Women & Girls Cricket Development Officer
CONTRACT:	Fixed-Term Maternity Cover (35 hours per week)
SALARY:	Commensurate with experience
RESPONSIBLE TO:	Managing Director
BASED AT:	Emirates Old Trafford
INTERNAL LIAISON:	LCB Staff, LCB Directors, relevant Committees & Organisations
EXTERNAL LIAISON:	LCCC, LCCC Foundation, England & Wales Cricket Board (ECB), County Sports Partnerships (CSPs), Local Authorities, Cricket Development Groups, Cricket Partnerships, relevant Leagues, Clubs and Education establishments

MAIN PURPOSE OF THE JOB

The post holder will be mainly responsible for the development of WOMEN & GIRLS CRICKET (participation and growth) throughout Lancashire, whilst covering for maternity leave. This will include attendance at meetings for the Board, Committees and relevant networks.

They will also be responsible for the monitoring and evaluation of relevant schemes and providing information to the Board, key staff and relevant Committees.

MAIN DUTIES

- To be the main point of contact for the women and girls game in Lancashire (participation and growth)
- Provide support for schools looking to engage girls in cricket through taster sessions and assembly visits in liaison with LCB Education department
- Administration and organisation of a system to develop girls sections within clubs
- To support clubs in grant applications relating to women and girls to play cricket



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- Line Manager Thunder Activator post holder (support provided by Managing Director and other key LCB staff)
- Line Manager Women's Soft Ball Festival Coordinator (support provided by Managing Director and other key LCB staff)
- To provide reports and any other statistical information as required
- Manage budget for the women and girls game
- Attendance at relevant Sub Committees (Development Recreation – on invite)
- Liaison with partners/customers as appropriate (CDG's, Local Authorities, CSPs, Clubs)
- Compilation of women and girls section of the LCB Handbook
- Main point of contact for girls competitions
- Oversee girls regional programme
- Main point of contact and administrator Thunder leagues – senior and junior
- Alternative delivery which may include Girl Guides, Hub Sessions , indoor Leagues
- Coach the county U15 girls squad
- Ordering of appropriate equipment for competitions and events
- Undertake a managed continuous personal development plan (CPD)
- Any other tasks relating to the women and girls game as requested by Senior Management

KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

- Some experience in administration role.
- Good with IT applications, with intermediate level in the use of Word, Excel, PowerPoint and Outlook.
- Excellent organisation, planning skills and ability to multi-task.
- Good communication skills, both verbal and written.
- Attention to detail.
- Ability to filter information and assess priorities.
- Ability to develop and maintain good working relationships at all levels.
- Ability to prioritise and manage own workload amid conflicting demands and busy work periods.

Note:

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing.

Confidentiality:

Any information relating to people contacted by the LCB acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.

Disclosure:



Lancashire Cricket Board

Because of the nature of the work of the LCB, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our County Welfare Officers or a member of the management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has decided that this shall be at the ENHANCED level. By completing an application for this post you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures, and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdbs.co.uk.



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PERSON SPECIFICATION

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MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
Strong communication, interpersonal, planning and organisational skills Be self motivated and have the ability to motivate others Ability to demonstrate accurate work with attention to detail Ability to review and adapt Ability to work within a team Ability to meet agreed targets Ability to work unsupervised Excellent IT skills Ability to evaluate all activity in agreed format Understand the meaning of sports equity	Application Form & Interview for all unless otherwise stated.
2. Experience/Qualifications/Training etc.	
Experience of working within development at an NGB An understanding of women and girls cricket initiatives both locally and nationally knowledge of the standards required to play elite girls' cricket Experience of working in / with voluntary sports clubs, schools, volunteers and officials Experience of working with budgets	



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Experience of cricket coaching preferably to NGB Level 2	
3. Work Related Circumstances	
<p>A flexible working policy is in operation and required</p> <p>An expectation that work will be required out of normal office hours</p> <p>This is a casual car user post – applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post</p>	Application Form

ADDITIONAL DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
<p>STAGE TWO – DESIRABLE: will only be used in the event of a large number of applicants meeting the minimum essential requirements.</p>	
<p>Experience of coordinating training and coaching programmes</p> <p>Undertaken ECB Working in Schools Module</p> <p>Understand LCB pathway and Committee structures relevant to the role</p> <p>An understanding of the importance of the Equal Opportunities policy</p> <p>Understand Child Welfare principles, policies and procedures</p> <p>Knowledge of the LCB Cricket Development initiatives</p>	Application Form & Interview for all unless otherwise stated.
Experience/Qualifications/Training	
<p>First Aid Certificate</p> <p>Sports Coach UK courses</p>	<p>Application Form</p> <p>Application Form</p>



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Date: 12/4/17

Approved: Bobby Denning



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