



Job Title: Performance Pathway Coordinator
Responsible to: Performance Pathway Manager
Contract: Part time, 30 hours per week
Location: Edinburgh

Exciting role working for a progressive sports governing body

Cricket Scotland is the national sports governing body for cricket in Scotland overseeing the development and growth of the game from grassroots through to professional athletes competing on the world stage. Cricket Scotland has the motivational aim of 'Inspiring Scotland to Play Cricket' as we seek to grow the reach and popularity of the sport to unprecedented levels.

Key to this strategy is the operational support we provide to the development of the performance pathway. The performance pathway coordinator role will be responsible for providing support for Cricket Scotland's national and regional groups involved in the pathway. This will include; fixture organisation, travel & accommodation arrangements, player eligibility monitoring, AMS monitoring, winter programme co-ordination, squad medical planning, liaison with partners, match management and performance coach development support.

This is a broad and challenging role that requires an organised, energetic, customer focused individual that will complement our Performance team and is comfortable managing a range of operational tasks.

Closing date for the post is **Friday 9th March, 12noon** with interviews planned to take place the following week

To apply, please send a CV and supporting letter to:
susannisbet@cricketscotland.com

This position will involve regulated work with minors. All partners have an open and positive stance on child protection, and therefore, all candidates will require PVG Scheme membership to be considered for the position.

Cricket Scotland is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Role Title:	Performance Pathway Coordinator
Main Purpose:	To support the delivery of the performance pathway programmes
Responsible to:	Performance Pathway Manager
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	30 hours per week
Outline of Role:	The role will be responsible for supporting the delivery of Cricket Scotland's performance pathway programme including the men's and women's regional programme, national youth programmes, performance academy and performance coach development.
1 Co-ordination of performance academy programme	The post holder will be responsible for the operations of the Performance Academy programme, including operational duties such as fixture organisation, travel & accommodation arrangements, player eligibility monitoring, tour organisation, AMS monitoring, kit purchase, liaison with partners e.g.
2 Co-ordination of national youth programme	<p>The post holder will be responsible for the operations of the national youth programme (teams below), including the following operational duties of fixture organisation, travel arrangements, player eligibility monitor, AMS monitoring and winter programme co-ordination, liaison with partners etc.</p> <p>Under 15 and Under 17 ECB Championships (males and females)</p> <p>Under 15 International programme (males & females)</p> <p>Under 17 International programme (men's and women's)</p> <p>Under 19 - General</p> <p>Under 19 - European and World Tournaments</p> <p>Under 21s (women's only)</p>
3 Match management	The post holder will be responsible for the match management of all International youth series fixtures hosted in Scotland
3 Co-ordination of the men's and women's regional programmes	The post holder will support the Performance Pathway manager and the regional team managers in the administration of the men's and women's regional pathway groups. This involves operational duties such as, operational planner control, fixture programme development, match management.

4 Administration of performance coach development programmes	Support the Performance pathway manager in the delivery of performance coach development initiatives including the following course administration, facility bookings, marketing and promotion.
5 General Administration & Financial	Tracking, monitoring and reporting of spend against agreed budget and ensuring appropriate sign off by CS budget holder Data collection for all programmes contained in the Performance Pathway Contract renewals for National youth and regional coach, managers and administrators.
Projects	This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation. Job holders may be given specific projects to deliver as part of their role.
Working Hours	Due to the nature of the business a flexible approach to working hours and the 30 hour contracted working week is to be expected.

Person Specification

- A high level of people skills
 - strong customer service focus and comfortable in dealing with a range of stakeholders, including clubs, schools, CS staff, Regional Associations, ECB, Local Authorities etc
 - able to develop effective working relationships quickly
 - able to enthuse, motivate and encourage
- Excellent administration skills and the ability to set priorities and deliver objectives efficiently:
 - able to work on own, with direction
 - able to coordinate a range of activities simultaneously
 - attention to detail with regard to administrative/recording requirements
- Excellent communication skills, both verbal and written
 - commitment to the provision of high quality and timely responses to information
- Excellent IT skills (Microsoft office/web/email) and experienced in operating various booking and CRM systems
- Comfortable in using social media tools and other digital platforms as tools to create engagement
- An understanding of and commitment to equality of opportunity and diversity