

<b>Role Title:</b>	<b>Cricket Development Officer</b>
<b>Main Purpose:</b>	To promote and develop cricket across the Forth Valley area
<b>Responsible to:</b>	Regional Participation Manager (on behalf of Cricket Forth Valley and Cricket Scotland)
<b>Office:</b>	(University of Stirling, Central Partnerships Office)
<b>Hours:</b>	37.5 hours per week
<b>Outline of Role:</b>	The role will be responsible for delivering cricket development activities to Cricket Forth Valley in alignment with the Cricket Scotland Participation Plan, with a focus on First Experience, Coach/Match Official development, Club Support and collation/management of key club data/intelligence. There will also be a component of the role servicing specific needs of Cricket Forth Valley and the partner clubs.
<b>1 First Experience</b>	<p>Promotion of the All Stars programme including school visits, Activator recruitment/training, club communication, event management (Money Cant Buy experiences etc) and ongoing “account management” of club needs</p> <p>Promotion of Kwik Cricket including school visits, Activator recruitment/training, club communication, and ongoing “account management” of club needs</p> <p>Delivery of training in the Cricket Scotland Curriculum for Excellence module(s) to teachers, PE leads etc – coordinating training logistics and ongoing “account management” of teacher confidence, competence and needs</p> <p>Facilitation and assistance to clubs implementing Female HUBs, and ongoing “account management” of club needs</p>
<b>2 Coach and Official Development</b>	<p>Maintain a register of club coaches/activators and monitor their development, qualifications and outcomes</p> <p>Ensure coaches are aware of upskilling opportunities and assist/ensure their enrolment to training appropriate to their development</p>

	<p>Promote to coaches the value of membership of the Cricket Scotland Coaches Association and encourage joining</p> <p>Act as a conduit between the Cricket Scotland Coaches Association and local coaches, as required</p> <p>Promote Match Official pathways to the local cricket community and assist in recruitment of potential match officials</p>
<b>3 Club Support</b>	<p>Act as an “Account Manager” to clubs, determining and planning the support each club requires from Cricket Scotland</p> <p>Assist clubs in utilizing the Cricket Scotland Club Self-Assessment Tool, and assist the club development planning that arises from that</p> <p>Monitor club compliance with Child Protection policies and guide clubs as needed to achieve full club compliance</p>
<b>4 Data and Communications</b>	<p>Collate club information (“the Club Dashboard”) as requested by Cricket Scotland and manage that information in accordance with GDPR 2018</p> <p>Assist Cricket Scotland in communicating with clubs, and vice versa</p> <p>Promote messages of respect, inclusivity and fair play as consistent with Cricket Scotland values</p>
<b>5 Other</b>	<p>Specific Cricket Forth Valley and partner club development needs, as agreed with the Regional Participation Manager and included in annual work plan.</p> <p>Delivery of training and support to other entities (eg Active Schools, community sports hubs) as may be required from time to time</p> <p>Cricket Scotland activities and events that require “all in” participation, including meetings, conferences, matches and other instances</p> <p>Reporting on activities and outcomes as agreed with Cricket Forth Valley and required by line manager</p> <p>Participation in continuous personal development as agreed with and/or required by line manager</p> <p>Other duties as may be required from time to time</p>
<b>6 Working Hours</b>	<p>Due to the nature of the business a flexible approach to working hours and the 37.5 hour contracted working week is to be expected</p>

**Person Specification**

Cricket Development Officer	Essential	Desirable
Experience	<p>Clearly demonstrate knowledge and understanding of sports development, including club development</p> <p>Extensive experience of coaching cricket and engaging with children and young people through sport.</p> <p>Project management experience</p>	<p>Experience of primary &amp; Secondary curriculum and working in a school environment</p> <p>Experience of and knowledge of strategic sports development planning</p>
Knowledge, Skills and understanding	<p>Clearly demonstrate the ability to engage with key partners and maintain good working relationships, including clubs, schools, CS staff, Regional Associations, ECB, Local Authorities etc</p> <p>Clearly demonstrate excellent communication skills both written and verbal</p> <p>Ability to prioritise tasks, meet deadlines and work on won initiative.</p> <p>Confident in using Word, Excel and PowerPoint</p> <p>Full driving licence and access to transport</p> <p>Membership of the PVG scheme</p> <p>An understanding of and commitment to equality of opportunity and diversity</p> <p>Ability to coordinate and bring together all elements of the post</p>	<p>Knowledge of curriculum for excellence</p>
Qualifications & Training	<p>A UKCC level 2 Cricket Coaching qualification (or equivalent)</p> <p>Educated to a degree/diploma level</p>	<p>A UKCC Level 3 Cricket Coaching qualification (or equivalent)</p>
Job Specific Requirements	<p>Possess personal motivation</p> <p>Ability to work as a team member with all partners, and to work effectively alone</p>	

	<p>Enthusiastic and highly motivated with the ability to motivate others</p> <p>Excellent interpersonal skills</p> <p>Ability to build trust and devolve responsibility and resources to partners/colleagues</p> <p>Clear benefits of the benefits that physical activity and sport can bring to all</p>	
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