



Club and Partnership Officer

Job Title:	Club and Partnership Officer	Location:	NWCU Offices, Bready Cricket Club, Magheramason
Salary:	Competitive salary based on experience	Position Type:	Full-time

Job Description

PURPOSE OF POSITION

The successful Post Holder will be required to deliver key areas of the NWCU's Strategic Plan and Cricket Ireland's Strategic Plan in relation to Club and Partnership (Coaches, Officials and Volunteers) Development.

In conjunction with the NWCU General Manager, the post holder will be required to lead the strategic and business planning process for club and volunteer workforce development within the region, ensuring areas of strategic focus (including but not limited to boys/girls/men's/women's cricket, culture & diversity etc) are being addressed within the Club environment, to grow the game of cricket.

The Post Holder will work under the direction of the NWCU General Manager as the NWCU seeks to enhance its workforce development structures and its club development system.

As the success of the post will be dependent on developing and maintaining partnerships with key stakeholders the post holder will be required to develop and maintain working alliances with a wide range of partners in the voluntary, community, educational and sports sectors.

ROLE AND RESPONSIBILITIES

CLUB DEVELOPMENT

- Perform and review health checks on participating Clubs to assess the status of all clubs within the NWCU
- Develop a plan to increase club capabilities in a range of areas including, but not limited to, good governance, volunteer engagement, cricket structures & pathways, funding streams and Club member services.
- Provide strategic leadership, support and guidance to Clubs to assist them in establishing and reviewing realistic club development plans
- Work in partnership with NWCU staff, coaches and clubs to ensure Clubs are developing strong links with local Schools.
- Establish a clear communication strategy between Clubs, Schools and participants.
- Support Clubs to develop retention and recruitment strategies for participants, coaches, officials and volunteers within their club environment
- Offer advice and support to clubs around financial compliance, accountability and Health and Safety, Safeguarding and facilities.
- Support the implementation of registration and digital systems within the Club environment
- Plan and deliver annual Club forum(s).
- Develop communication channels between the NWCU and Clubs to ensure successful engagement between the NWCU and Clubs.

VOLUNTEER WORKFORCE DEVELOPMENT

- Develop and maintain a pathway for volunteers who aspire to grow their capability and influence within the club environment
- Plan, co-ordinate and deliver workforce and volunteer development courses/programmes to diversify the Cricket workforce within the NWCU
- Mentor key volunteers in Clubs by supporting and signposting them to further personal development opportunities across the sporting sector
- Coordinate the delivery and promotion of relevant coach education courses delivered within the NWCU
- Coordinate the delivery and promotion of officials (umpire and scorer) courses in conjunction with NWCU Umpires and Scorers Association
- Maintain accurate information including player statistics and volunteer engagement within club and school environments and report quarterly

ROLE AND RESPONSIBILITIES

ADMINISTRATION

- Maintain accurate and up to date records of all club and volunteer workforce education programmes, activities and participants (where applicable)
- Assist in managing the project budgets in accordance with NWCU procedures.
- Monitor and evaluate project programmes in accordance with guidelines and external investors terms and conditions.
- Prepare written and oral reports and presentations as necessary relating to relevant projects.
- Utilise data and good practice examples to positively promote cricket with/through partners and media outlets.

GENERAL

- Assist the NWCU General Manager in identifying, preparing, submitting and reviewing funding applications to source additional investment that will support/compliment the objectives of the participation programme
- Act as an ambassador/advocate for the NWCU's Strategy and actively promote the objectives contained within.
- Comply with and actively promote the NWCU's policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with NWCU policies and procedures.
- Ensure full compliance with safeguarding requirements in accordance with required policies and procedures
- Attend relevant NWCU staff meetings and Cricket Ireland network meetings, as required.
- Attend appropriate meetings as directed by the NWCU General Manager.
- Attend training courses as required.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

ESSENTIAL SKILLS

- 3rd-level qualification(s) relevant to the post; e.g. Business, Sports Management, Sports Studies or Teaching
- Demonstrable experience of working with and development of sports clubs and/or community/voluntary organisations
- Demonstrable experience of creating, implementing and reviewing personal and/or workforce development programmes to development individuals and clubs
- Knowledge of the Irish sporting landscape, NGB's, Sport NI, Sport Ireland, Local Authorities, County Councils and Local Sports Partnerships.
- Demonstrable experience of developing and working in partnership with bodies such as local authorities.
- Ability to work a flexible schedule including evenings and weekends when required
- Full and current driving licence and access to a car.

PREFERRED SKILLS

- Demonstrable knowledge of the Cricket landscape within Ireland
- Demonstrable knowledge of the volunteer sector, community sport and the structure it operates within.
- Understanding of Irish/ Northern Irish legislation and compliance that affects sporting organisations.
- A minimum of three years' experience working with in a sporting organisation, a regional sports trust or large Not for profit organisations.
- Awareness of the needs and behaviours of volunteers
- Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- Ability to form and maintain positive relationships with key stakeholders.
- Self-reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems.
- High-level of personal accountability.

APPLICATION PROCESS

Interested applicants please send your CV with a covering letter detailing how their skills meet the essential criteria above to peter.mccartney@northwestcricket.com / FAO: Peter McCartney, NWCUC Office, Bready Cricket Club, Magheramason, BT47 2RX or call 07740802204 for a confidential discussion.

Please mark the subject of your mail 'Club and Partnership Officer'.

The closing date for applications is **Tuesday 8th January 2019**; subsequent interviews for the role will then take place. North West Cricket Union is an equal opportunities employer.