



School and Club Participation Officer

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| Job Title: | School and Club Participation Officer | Location: | NWCU Offices, Bready Cricket Club, Magheramason |
| Level/Salary Range: | Competitive salary based on experience | Position Type: | Full-time |

Job Description

PURPOSE OF POSITION

The successful Post Holder will work under the direction of the NWCU General Manager and will be required to deliver key areas of the NWCU's Strategic Plan and Cricket Ireland's Strategic Plan in relation to school and club engagement programmes.

In conjunction with the NWCU General Manager, the post holder will be required to lead the strategic and business planning process for school and club engagement 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, to grow the game of cricket.

The Post holder will be required to establish opportunities for schools to be introduced to the game of cricket across the region and enable strong school club links to effectively increase the number and quality of opportunities available to school aged players within cricket. They will also be required to provide and support a greater diversity of programmes within youth and adult club cricket for both males and females.

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 and community sector and educational and sports sectors.

ROLE AND RESPONSIBILITIES

SCHOOL ENGAGEMENT

- Co-ordinate, promote, deliver and review national participation programmes within the school environment
- Develop, implement and review opportunities for schools to be introduced to the game of cricket across the region.
- Increase the number of junior and youth cricketers regularly participating within schools
- Increase the number and quality of opportunities available to participants within schools
- Plan, deliver and review NWCUs junior and youth pathway programmes into Schools
- Plan, deliver and review modified games with festival days in school environment
- Increase the conversion rate of school visits into regular club cricketers by working closely with the Club and Partnership Officer
- Support Schools with new initiatives and provide coaching assistance/education within the school environment
- Support the Club and Partnership Officer to coordinate and promote the delivery of coach development courses in Schools
- Support the Club and Partnership Officer to coordinate and promote umpire and scorer education courses in conjunction with NWCUs Umpires and Scorers Association
- Plan, deliver and review appropriate school competitions in conjunction with specific school committees, where appropriate, at both primary and secondary level
- Ensure good relationships between NWCUs and Schools and specific School Committees, where appropriate

CLUB ENGAGEMENT

- Plan, promote, deliver and review regional hub programmes for U11 and U13 boys and girls.
- Plan, promote, deliver and review effective holiday programmes within the NWCUs and/or support Clubs to deliver.
- Support Clubs to deliver festivals/blitz events ensuring effective school club links are being developed.
- Implement retention and growth strategies in line with focus areas of National and NWCUs strategies
- Support Clubs to deliver junior participation development programmes during school holidays with emphasis on effective school club links
- Support Clubs to develop appropriate junior sections in conjunction with the Club and Partnership Officer with emphasis on effective school club links.
- Support Clubs to deliver effective adult participation and retention cricket programmes, where applicable (e.g. social cricket leagues, indoor cricket)

ROLE AND RESPONSIBILITIES

ADMINISTRATION

- Maintain accurate and up to date records of all development programmes, activities and participants (where applicable)
- Assist in managing project budgets in accordance with NWCUC 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 NWCUC General Manager in identifying, preparing and submitting funding applications to source additional investment that will support/compliment the objectives of the Participation Programme
- Act as an ambassador/advocate for the NWCUC's Strategy and actively promote the objectives contained within.
- Comply with and actively promote the NWCUC policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with NWCUC policies and procedures.
- Ensure compliance with safeguarding requirements in accordance with NWCUC policies and procedures
- Attend relevant NWCUC staff meetings and Cricket Ireland network meetings, as required.
- Attend appropriate meetings as directed by the NWCUC General Manager.
- Attend training courses as required by NWCUC.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

ESSENTIAL SKILLS

- Level 2 Sports Coaching Qualification (UKCC) or equivalent (cricket or other)
- Experience of coaching to a wide variety of backgrounds, ages and ability levels
- Knowledge of coaching young children and fundamental movement skills
- A minimum of two years' experience of delivering sport programmes in clubs and/or schools
- Demonstrable experience of developing and working in partnership with bodies such as local authorities.
- Ability to work to a flexible schedule including evenings and weekends
- Full and current driving licence and access to a car.

PREFERRED SKILLS

- Knowledge of the school's education system
- Knowledge of the Irish sporting landscape, NGB's, Sport NI, Sport Ireland, County Councils and Local Sports Partnerships.
- Knowledge of the Cricket landscape within Ireland
- Demonstrable experience of developing and working in partnership with bodies such as local authorities. Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- Understanding of Irish/ Northern Irish legislation and compliance that affect sporting organisations.
- 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, NWCU Office, Bready Cricket Club, Magheramason, BT47 2RX or call 07740802204 for a confidential discussion.

Please mark the subject of your mail 'School and Club Participation 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.