



SUFFOLK CRICKET BOARD (SCB)

Job Description

Job Title	Women & Girls Cricket Development Officer
Reports to:	Suffolk Cricket Operations Manager ECB Regional Team
Purpose of Job:	To work as a member of the SCB team and facilitate the growth of women and girls' cricket across Suffolk in line with the ECB/SCB "Inspiring Generations" strategy which aims to Transform Women & Girls Cricket .
Responsibilities:	<p>Strategic Leadership</p> <ul style="list-style-type: none"> • Strategic leadership on the women and girls' participation programmes, in conjunction with Cricket Operations Manager and other members of the SCB Development Team • Help formulate an action plan to grow women and girls' participation and volunteering across Suffolk. <p>Women & Girls Development</p> <ul style="list-style-type: none"> • Increase the number of clubs that provide a W&G offer (including sustainable softball cricket) • Manage W&G "Club Champions" • Influence and lead clubs to offer a W&G programme (including playing, coaching and volunteering opportunities). • Work with new and existing W&G clubs to pull together appropriate development plans. • Support Women and Girls volunteer growth (Coach Education, Officiating, Welfare and Courses) • Develop innovative W&G programmes that will engage a new audience. • Conduct 1-2-1 and group meetings with clubs. • Work with schools' lead to drive Girl's cricket in primary and secondary schools • Develop key stakeholder relationships (eg Active Suffolk, Local authorities, other sports etc) • Respond to emails and phone calls. <p>Administration, Support and Delivery</p> <ul style="list-style-type: none"> • Setup SCB Women's Softball Festivals / League • Setup new W&G offers as appropriate. • Support ECB National Programmes (All Stars / Dynamos)

	<p>Cluster Clubs</p> <ul style="list-style-type: none"> Identify and develop cluster club projects across Suffolk Offer ongoing review and support. <p>Other Duties</p> <ul style="list-style-type: none"> Chance to Shine (primary & secondary schools) delivery. Attend SCB meetings as required. Attend and support club sessions as and when required. Liaise with other SCB staff working on projects to ensure awareness of all opportunities to promote the W&G game
Commitment Required	<ul style="list-style-type: none"> 30 Hours per week (4 days per week, with opportunity for 5 days a week during summer months) Flexibility required. Including evenings and possibly weekend working. Travel to different locations within Suffolk
Competencies / Experience required	<ul style="list-style-type: none"> A passion for getting more women and girls active Awareness of the barriers of getting more W&G active Knowledge of cricket or sports club environment Willingness / confidence to challenge established thinking. Ideally experience conducting 1-2-1 and group meetings Coaching experience an advantage but not essential Ability to think innovatively to develop appropriate solutions. Ability to identify needs and match with relevant opportunities Able to work on your own and / or part of a team as required. Work to agreed national targets. Good IT, planning, organisational and communication skills Adaptable and persistent Ability to broker new relationships. Professional approach.
Other Requirements	<ul style="list-style-type: none"> Valid Driving Licence (own car required) If no recognised ECB Level 2 or equivalent Coaching qualification, a commitment to attend and achieve ECB Foundation 1 competency (within 12 months) The successful candidate(s) will be required to undertake a Disclosure & Barring Service Check
Remuneration	<ul style="list-style-type: none"> £16,000 (Per annum) Initially fixed 2-year contract (3 month probation) Auto-enrolment pension scheme Travel Expenses
References	<ul style="list-style-type: none"> References may be requested

SCB, March 2021

To Apply

Please forward a covering letter, stating your suitability and vision for the role, and CV, to Rob Jones (rjones@suffolkricket.org).

Closing date for applications is Friday 9th April 2021 at 5pm. Interviews will be held online on either Thursday 15th or Friday 16th April 2021.

Suffolk Cricket Board Limited are equal opportunity employers and prohibit discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.

Safeguarding Statement

Suffolk Cricket Board is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

NOTE:

This role Description is not an exhaustive list of tasks that will be performed but does represent the major duties and responsibilities encompassed in the job. It does not prevent the jobholder from being allocated any other duties of a broadly similar nature to those described. Should these other duties become a permanent and major part of the job, they will be included in revised specification.