CRICKET DEVELOPMENT OFFICER
JOB DESCRIPTION

1. Purpose of the Job:

Reporting to the Head of Cricket Development, to support the delivery of a single long term strategic plan for the development of recreational and community cricket across Sussex.

2. Principle Responsibilities:

- To provide a high level of administrative support in the following areas:
    - Grants / funding
    - Schools cricket programme (Chance 2 Shine)
    - Women and girls cricket
    - Holiday Camps
    - Customer feedback and self assessment

- Within specified geographical areas, to support the development of cricket programmes covering all aspects of recreational and community cricket against agreed key performance indicators in the following areas:

    - Participation levels in clubs, schools and community groups
    - Club Accreditation
    - Player pathway
    - People (inc Officials, Coaches, Volunteers etc)
    - Facilities
    - Development of the County Board

- To deliver coaching within the programmes referred to in the item above.

- To play the lead role in the marketing of Sussex Cricket Board's activities through social media, namely website, facebook and twitter.

- Research into funding streams and applications to these bodies.

- Support to planning, marketing, organisation and delivery of Community Events

- Commit to a professional development programme in order to provide an appropriate service and support to all stakeholders

- Liaise closely with the coaching personnel, and other staff, of Sussex CCC. Where appropriate, liaison with ECB Officers.

- Be prepared to undertake any other duties related to the work of these functions as required.

3. Knowledge, Experience and Skills

The following skills / knowledge / experience are essential (E) or preferred (P):

- Experience of coaching in recreational cricket environments e.g. schools, clubs (E)
- Knowledge and experience of sports development, preferably including the sport of cricket (P).
- Knowledge and understanding of national, regional and local sports development policy (P)
- Demonstrable experience in building sustainable partnerships (P)
- Excellent communication and interpersonal skills (E)
- Demonstrable excellent organisational skills (E)
- Excellent administrative skills, including strong IT skills (E)
- Knowledge of current social media (E)
- Good time management skills (E)
- Clear knowledge and understanding of accessing new funding streams for the delivery of development programmes (P)
- Knowledge of Sussex Cricket strategy, Sussex Player Pathway and ECB Strategy for cricket in England and Wales. (P)
- Minimum UKCC L2 Cricket Coaching qualification (or working towards) (E)
- Commitment to a continual professional development programme (E)
- A full driving Licence and access to car (E)
- An enhanced Criminal Records Bureau Check (E)
- Membership of ECB Coaches Association (E)

Core hours are Monday to Friday 9-5pm, however due to the nature of the work, the post-holder will carry out his/her duties at such times/days which are most effective to perform the task required. This may involve out of hours work: evenings, weekends and bank holidays as necessary. The board will require attendance at events, presentations and meetings at various times.

4. Package

Full-time, 35 hours a week, permanent contract, salary £20k plus other benefits

5. Application Process

For further information regarding the role please visit our website at www.sussexcricket.co.uk or contact Frances Stokes, HR Manager on 01273 827146 or via email at Frances. Stokes@sussexcricket.co.uk

To apply, please send a covering letter setting out how you meet the requirements of the person specification along with your CV and details of your current remuneration package to Frances Stokes.

Closing date: Wednesday 13th February 2013
Interviews: Wednesday 20th February and Thursday 21st February 2013