

Job Description

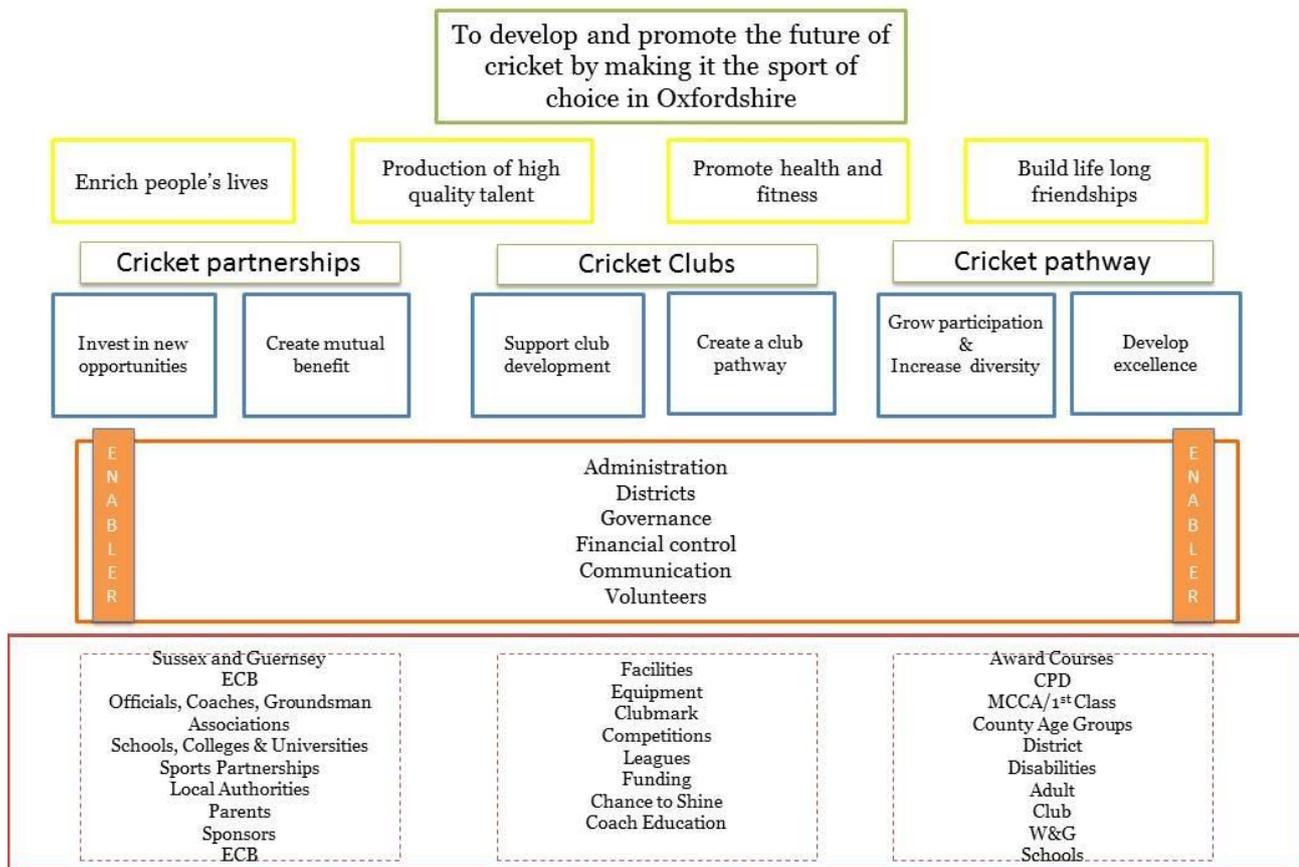
Job Title School and Club Development Officer

Working Context

Oxfordshire Cricket Board Ltd (OCB) is the governing body of cricket in Oxfordshire with the mission

‘To develop and protect the future of cricket by making it the sport of choice in Oxfordshire’.

This role is pivotal to enable Oxfordshire to deliver its strategic plan over the next 4 years in relation to Club and School development. Key outcomes from the role will be development of sustainable programs in Oxfordshire schools that encourage effective migration to local clubs and increase player retention in Oxfordshire as a result.



JOB PURPOSE

Developing and protecting the future of cricket in Oxfordshire through development of school cricket programs and our local cricket clubs. Post holder will develop relationships with schools and take responsibility for organising school coaching programmes, managing competitions, coordinating teacher training and ensuring migration to local clubs. There will also be an expectation for the post holder to deliver cricket sessions on the schools program.

School Development

- Take the lead with the development of cricket within schools in Oxfordshire
- Develop and implement the OCBs Primary schools offer - Primary Schools Partnership scheme
- Develop and implement the OCBs Secondary school offer
- Manage all aspects of the Chance to Shine programme within Oxfordshire – inspiring more children to play, learn and compete through cricket
- Coordinate school teaching staff to create sustainable programs of cricket in the county.
- Support clubs to develop partnerships with local schools to facilitate migration and player retention
- Develop and support a schools competition framework
- Work in partnership with the school's sports network and other local agencies to deliver effective programmes

Club Development

- Develop working relationship with the network of clubs in the county and assume responsibility for their continual progression.
- Support the Business and Operations Manager with club development including Clubmark and Small Grants and Loans for Oxfordshire Clubs
- Development and management of Club Youth Competitions
Key Partner Relationships
- Develop and maintain strong working relationships with ECB, CSP and other key partners.

FUNDING

This job will be funded in partnership with the Cricket Foundation's 'Chance to Shine' and Secondary Education program. The job holder will be tasked with writing and the effective delivery of an approved schools' plan including sustainability beyond current funding. Ensuring a growth of Primary School Partnerships and Club/School Affiliations to OCB will also be an advantage to sustainability past the fixed term.

STATUS WITHIN THE ORGANISATION

The post holder will be a full time employee and their line manager will be the Business and Operations Manager.

MAIN RESPONSIBILITIES

Major task	Approx time
School Development - Primary School Partnership development and administration - Secondary School program development and administration - Creation of satellite clubs on school sites - Development of schools competition cricket - Creation of School's affiliation package - Forming links to encourage migration of players between local Schools and Clubs	50%
Club Development - Supporting the BOM in the 'Club Mark' and club affiliation process for Oxfordshire Clubs - Regular meetings with clubs to focus and aid their process of development relating to relationships with local schools - Overseeing of Youth Club Competitions - Support with BOM the management of Small Grants and Interest Free Loans for Clubs through ECB	20%
Coaching -Delivery of Primary and Secondary cricket sessions	20%
Key Partner Relationships -ECB, SSP and Cricket Foundation	10%

* for guidance only – will change over time.

The nature of the job will require the majority of time to be given on weekdays and weekday evenings but also some weekends and bank holidays if required.

REMUNERATION AND SELECTION PROCESS

Full time (37.5hrs per week, including evening and weekend working and 23 days annual leave).

- £20,000 per year (dependant of skills and experience)
- Mobile phone monthly contribution
- Laptop
- Contributory pension
- Office to client expenses include mileage and subsistence where justified

18 Month Fixed Term Contract (Probation period initial 6 months).

Please send a CV and covering letter to Luke Ryan, Business and Operations Manager (lryan@oxoncb.com) by 20th February 2014. Interviews expected to take place WC 24th February 2014.

KNOWLEDGE, SKILLS & EXPERIENCE

1. School Cricket - a working knowledge of school sport
 - a. Experience of the Chance to Shine Program management and development
 - b. Developing links between school and club sport
 - c. Competition Sport Management/Event planning
2. Club Cricket - experience of working with or within community sport organisations:-
 - a. Experience of the 'Club Mark' scheme

- b. Working relationships with Volunteers
 - c. Experience of securing funding and grants
3. Relationship manager - dealing a with a wide variety of stakeholders and volunteers from very different backgrounds:-
 - a. Active listening and interpersonal skills
 - b. Influencing
 - c. Excellent communicator
4. Cricket Coach
 - a. Minimum ECB Level 2 Coach
 - b. Membership to the ECBCA
5. Administration – this person will have the ability to organise and implementation complex programs of delivery, management and recording of key data.
 - a. Strong ICT skills
 - b. Communication and excellent ability with the spoken and written word.
 - c. Ability to implement
 - d. Record and analyse statistical data to report to key partners.
6. Other
 - a. Ability to travel independently and use of own car
 - b. Hold an ECB DBS certificate, First Aid and Child Protection Trained.
 - c. Ability to work flexible hours, including extensive weekday evening work and occasional weekends.

KEY RELATIONSHIPS

- Business and Operations Manager (line manager), Head of Cricket and Administrators
- Strategic and funding partners
- Other Boards – equivalent job holders
- Volunteer workforce and other cricket related organisations
- Clubs – supporting their development
- Schools – supporting their development