

Job Description

Role:	ACE Development Officer
Organisation:	Gloucestershire Cricket Foundation
Contract:	3 year initial contract, 37.5 hours a week (aim of extending further, subject to funding)
Responsible to: Salary:	Community Development Manager and ACE Director of Programmes £25,000 to £27,500 (depending on experience), plus benefits

Benefits include: Free Gym & Gloucestershire County Cricket Club Memberships + Auto enrolment pension + 45p business mileage rate + 20 days holiday (not inclusive of Bank Holidays or 2-week Christmas break) + other benefits.

Safeguarding Statement

The Gloucestershire Cricket Foundation is committed to safeguarding and protecting everyone 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.

Job Overview:

The ACE Programme was launched by Surrey County Cricket Club in January 2020 in response to the decline of the black British professional players by 75%, and less than 1% of the recreational game. The ACE Programme was designed to engage young people of African and Caribbean Heritage and a talent search was launched.

In Black History Month, October 2020, following significant investment of £540,000 from Sport England, The ACE Programme Charity launched as an independent charity. Three years after delivery, the charity is pleased to be an official partner of Sport England and England & Wales Cricket Board, providing opportunities for African and Caribbean heritage children to access cricket across six cities – London, Birmingham, Bristol, Manchester, Nottingham and Sheffield.

The purpose of the role is to increase participation predominantly within the black British communities by supporting and improving the experience of everyone involved whether they play, attend or follow the game.

The development coach/officer will provide direct development and coaching support to the community, school, academy and club based cricketing opportunities, through both coaching and competition.

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This role seeks an energetic and enthusiastic individual who has a passion for supporting and developing diverse communities and working with multiple partners and organisations. The role combines coaching and development work and will be responsible for engaging people from a diverse community of all ages across Bristol into becoming active members of the cricketing community.

Responsibilities of the role:

- Work with the Community Development Manager & Director of Programmes to support and deliver ACE cricket programmes nationally.
- Lead the administration and delivery on all of the ACE programme activities in Bristol.
- Coaching on various ACE programmes as required. These could include:
 - o Delivery on our academy programmes
 - Delivery on our community hub coaching programmes
 - Delivery on our school's coaching programme, including competitions.
 - Support and implement sustainable indoor and outdoor leagues provision (junior and senior), club festivals, club engagement days and open days.
- Provide coordinated support and advice to cricket clubs to drive interest and maximise participation helping to create a sustainable future for diverse communities.
- Working with key county stakeholders and delivery partners ensuring the delivery of key events for the ACE programme.
- Support the ACE programme team in the delivery of other cricket development activities.
- Assist the Director of programmes with the day-to-day financial requirements of the charity.
- Be responsible for the collation of information and communication to the relevant parties.
- Ongoing and effective diary management.
- Working with key national stakeholders and delivery partners.

The Person

The successful candidate/s will have the following experience / skills / qualities:

- Qualified to Level 2 or equivalent
- Current clear ECB DBS check in place
- Current Safeguarding and First Aid qualifications
- Current member of the ECB Coaches Association
- Experience of working within diverse communities
- Ability to enthuse and inspire young people about cricket
- Enthusiastic team player
- Strong planning and organisational skills with an ability to respond to tight deadlines
- Strong communicator who works well in a team
- Ability to learn quickly and a 'can do' attitude
- Good Computer literacy, including MS Office
- Excellent time management skills and have the ability to use their initiative
- Some flexibility around working hours will be required including evenings
- Knowledge of social media, website management, online booking systems
- Experience of co-ordinating events
- Knowledge of key cricketing national programmes Chance to Shine, All Stars and Dynamos Cricket national programmes
- Experience of overseeing casual coaches
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Education and Training

- Commit to a professional development programme in order to provide an appropriate service and support to all stakeholders.
- Liaise closely with the Community Development Manager/Director of Programmes and be prepared to undertake other duties related to the work of these functions as required.

Other

- Responsible for the ongoing monitoring and reporting of all aspects of your work programmes to include completion of monthly activity reports for submission to relevant ACE Programme trustees, funders and partner organisations.
- Supporting national programmes at key events, sessions and meetings.
- Ongoing and effective diary management.
- Any additional administration that is created through the role.
- Any other responsibilities as directed by the Director of Programmes.

Supervision and work planning

The ACE Development Officer will be employed by Gloucestershire Cricket Foundation and line managed by the Community Development Manager. The Officer will work across the County of Gloucestershire and the City of Bristol and will have their offices at Seat Unique Stadium, Nevil Road, Bristol, BS7 9EJ.

The employee's normal working days will be Monday-Friday and will normally be expected to complete at least 37.5 hours in a week. The employee will not normally be required to work before 9am, however, due to the nature of the work involved in this position, the employee will be required to work some evenings and weekends. The post holder will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

General

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Gloucestershire Cricket Foundation.

All applicants must provide evidence to demonstrate that they have the Right to Work in the UK, sponsorship for overseas employees cannot be provided for this role.

To apply please complete the Employment Application Form, taking note of the Job Description, and email it to <u>steve.silk@gloucestershirecricketfoundation.org</u>, along with a covering letter.

- Deadline to apply, covering letter and application form Sunday, 22nd September.
- Shortlisting will take place during the week starting Monday 23rd and contact will be made with all applicants by end of work on Wednesday 25th September.
- The interview date is TBC but will be during the week of Monday 30th September.

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