



Gloucestershire Cricket Foundation

Job Description

Role:	Club Development Manager
Organisation:	Gloucestershire Cricket Foundation
Contract:	Permanent, 37.5 hours a week
Responsible to:	Chief Executive Officer
Salary:	£30,000 to £35,000 (depending on experience), plus benefits

Benefits include: Free Gym & Gloucestershire County Cricket Club Memberships + Auto enrolment pension + 45p business mileage rate + 25 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 purpose and focus

A strong club network is critical to the health of cricket in a county. It is clubs who drive up levels of participation through the opportunities they provide for local people, it is clubs who develop players and give them a lifelong love for the game, it is clubs that provide a home within a community where people can be social together, and it is clubs that develop players of the future in an inclusive and safeguarded way. The ambition of this role is to provide support, opportunities, and direction to all clubs across Gloucestershire. It is this role that will be there to help and support club volunteers for all matters of club life and to go the extra mile to aid in the improvement and continuous development of cricket clubs across Gloucestershire.

The main responsibilities of this role will be:

- First point of contact for all queries and support required by clubs.
- Directly line manage staff within our team.
- Provide development and learning opportunities for the army of club volunteers.
- Co-ordinate, administer and manage the ECB Clubmark accreditation scheme.
- Manage and administer the Safe Hands Management System.
- Work with the County Safeguarding Officer and Regional ECB EDI Executive to implement a culture of safeguarding and inclusion throughout cricket in Gloucestershire.

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- Support the CEO with the day to day management of the ECB County Facilities Fund.
- Support and influence the 8 Local Authorities across Gloucestershire with the production of their Playing Pitch Strategies recognising the facility needs within each area.
- Be an active member of the GCF's Senior Leadership Team.
- Be an active member on the GCF Youth League Development Group.
- Support the GCF Head of Women and Girls, to maintain and develop existing year-round Women & Girls' club playing offers.
- Support clubs across the county with National Programme site visits.
- Develop and share case studies of best practice from across the club network across all GCF media channels.
- Other duties as required by the line manager.

The successful post holder will be:

- Committed to improving cricket clubs, and their volunteers, across the county.
- Committed to their own personal development and play an active role in the professional development of their colleagues.
- Always represent the Gloucestershire Cricket Foundation in a positive and professional manner.
- Ensure health, safety and welfare of yourself, participants, and others always.
- Conduct competitions in accordance with the appropriate ECB guidelines and good practice.
- Take part in other activities as and when required.
- Perform all duties in an equitable manner and to actively promote the principals of the quality amongst colleagues, partners, and service users.
- Conform to, actively commit to, and promote the Gloucestershire Cricket Foundation values when using any communication.

Skills, Knowledge, and Experience

- A passion for sport development, with an understanding of how to get the best out of people.
- Experience of working in or with a variety of Cricket Development, or Sports Development, programmes.
- Experienced and competent user of various IT programmes, as most systems that are used within Cricket are on online platforms (Play-Cricket, Safe Hands Management System, IMS).
- An ability to listen and empathise with clubs and their members.
- An ability to develop and implement high quality, inclusive, varied, and engaging club development programmes.
- Good programme management skills and the ability to prioritise and work to deadlines.
- Highly organised with the ability to be systematic, logical, and pragmatic when completing tasks.
- High levels of energy and enthusiasm and the desire to succeed.
- Ability to work accurately with a great attention to detail.
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Effective communicator and the ability to engage with people via a variety of platforms.

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- Ability to work independently and as part of a team, with the skills to influence and drive positive change.
- Be competent on social media and understand the importance of marketing to increase exposure.
- Experience of working within cricket or sport administration.
- ECB DBS checked or willing to gain certification.
- Ability to travel independently between sites (Full and valid driving license).

Supervision and work planning

The Club Development Manager will be employed by Gloucestershire Cricket Foundation and line managed by the Chief Executive. 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 anonymised questions via the [Microsoft Form](#). Whilst you will supply your name and email address the application process will be anonymised before review by our recruitment panel; only at this point will your details be used to communicate about the next stage in the process.

If shortlisted, the second stage will request you to complete our application form and provide a covering letter to enable final shortlisting for invitation to face to face interviews.

- Deadline to complete the [Microsoft Form](#) - Sunday, 21st January.
- Shortlisting will take place during the week starting Monday 22nd and contact will be made with all applicants by end of work on Wednesday 24th January.
- The interview date is TBC but will be during the week of Monday 29th January.

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