



Gloucestershire Cricket Foundation

Clubs & Workforce Development Officer – Job Description

Role:	Clubs & Workforce Development Officer
Organisation:	Gloucestershire Cricket Foundation
Contract:	Permanent, 37.5 hours a week
Responsible to:	Operations Manager
Salary:	£25,000 to £28,000 (depending on experience), plus benefits

Benefits include Free Gym and Gloucestershire County Cricket Club Memberships, an auto-enrolment pension, a 45p business mileage rate, 20 days of holiday (not including Bank Holidays or a 2-week Christmas break), and other benefits.

Safeguarding Statement

The Gloucestershire Cricket Foundation is committed to safeguarding and protecting the children and young people 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 that promote safeguarding and safer working practices across our services.

Job purpose and focus

Our aim in Gloucestershire is to support clubs to ensure cricket can grow and be sustained for the next generation. We know that cricket clubs and their volunteers are the heartbeat of local communities and our role at the Gloucestershire Cricket Foundation is to support clubs and its people to ensure cricket is safe and welcoming for all that get involved.

Cricket cannot operate without volunteers; they are quite simply the most important people in our sport and the numbers of them are sadly on the decline. In many cases, clubs are fragile up and down the country and this is because clubs are so often led and managed by a few, and the few receive very little support through their own network. Our desire is to support these invaluable people with a dedicated Clubs & Workforce Development Officer that will provide around the clock support and opportunities for people to grow and succeed, ensuring we do not lose people and players from the game.

The main responsibilities of this role will be to:

- Produce a volunteer strategy that incorporates all groups of volunteers with the ambition to recruit, support, develop and reward (Coaches, Officials, Ground staff, Club and League Volunteers, Young Leaders).

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- Create role models who are capable of inspiring people both on and off the pitch.
- Grow the number of active coaches across the County of Gloucestershire, by co-ordinating and managing a Coach Development programme that offers a variety of courses at all levels and further supports coaches with specialist workshops.
- Develop an annual programme of CPD that supports cricket clubs and its Activators to deliver All Stars and Dynamos national programmes.
- Develop GCF staff and casual coaches who are employed to deliver in schools, by mentoring and supporting with ongoing assistance.
- Develop teachers' knowledge of cricket by delivering an annual programme of Teacher CPD.
- Support the Gloucestershire Association of Cricket Officials (GACO), taking an active role on their committee, helping them to develop an Officials Strategy that aims to grow the number of officials across the game.
- Increase the number of courses that are available to potential officials and work with GACO to transition volunteers from 'course takers' to 'standing officials'.
- Support the Gloucestershire Grounds Association in developing a programme of activity that supports ground staff across each year. This will include pre-season workshops and end of season recognition events.
- Support the Club Development Manager to coordinate and manage Club Development Workshops for club and league officers.
- Coordinate and manage both national and local Reward and Recognition events for all groups of volunteers, such as the annual Cricket Collective Awards event.
- Be the point of contact for workforce/volunteering in the specific area of participation growth, clubs, and workforce development.
- Support the Club Development Manager with growing additional sections at cricket clubs.
- Support the Club Development Manager with ECB accreditations schemes, such as Clubmark.
- Arrange & attend Club Development meetings as and when required.

The successful post holder will be:

- Committed to improving the opportunities for all volunteers.
- Committed to their own personal development and play an active role in the professional development of their colleagues.
- Always represent the Gloucestershire Cricket Foundation positively and professionally.
- Ensure the health, safety, and welfare of yourself, participants, and others always.
- Conduct sessions following the appropriate ECB guidelines and good practice.
- Take part in other activities as and when required.
- Perform all duties in an equitable manner and actively promote the principles of quality amongst colleagues, partners, and service users.
- Conform to, actively commit to, and promote the Gloucestershire Cricket Foundation values when using any communication.

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Qualifications and Experience

Essential

- High levels of energy and enthusiasm and the desire to succeed.
- Experience of working within Sports Development with recreational sports clubs and volunteers.
- Experience of creating and sustaining strong relationships.
- Good programme management skills and ability to prioritise and work to deadlines.
- 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 of all levels.
- Excellent leadership skills.
- Ability to work independently and as part of a team.
- Excellent administrative skills and evidence of programme work.
- Computer literate and effective user of Word, Excel, Outlook, and other Microsoft programmes.
- ECB DBS checked.
- Ability to travel independently between sites (Full and valid driving license).
- Ability and willingness to work 'unsocial' hours, including evenings and weekends.

Desirable

- Experience as a cricket coach to ECB level 2/ UKCC2/ Core Coach (or overseas equivalent) or higher.
- Be a trained Coach Developer.
- Experience of working in both school, club, and community settings.
- Understanding and experience of a variety of Cricket Development programmes.
- Experience of managing a volunteer programme.
- Experience of working with and inspiring women & girls' to play and stay in the game.
- Experience of mentoring, supporting, and encouraging volunteers.
- Experience of monitoring and evaluating the impact of sessions and programmes.
- Be competent on social media and understand the importance of marketing to increase exposure.
- Safeguarding trained or, commitment to achieving this within a short period of time.
- First Aid trained or, a commitment to achieving this within a short period of time.

Supervision and work planning

The Workforce Development Officer will be employed by Gloucestershire Cricket Foundation and line managed by the Operations Manager. The Officer will work across the County of Gloucestershire and the City of Bristol and will have their office at The 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.

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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.

The first step of the recruitment process is to complete the Employment Application Form, taking note of the Job Description, and email it to chris.munden@gloucestershirecricketfoundation.org, along with a covering letter. The Employment Application Form can be found here - [Vacancies | Gloucestershire Cricket Foundation](#).

If shortlisted, the second stage will consist of a face-to-face interview, which will include a variety of tasks, followed by a more formal interview.

- Deadline to complete the application form: Sunday 27th April.
- Shortlisting will take place during the week of the 28th April and contact will be made with all applicants by end of work on Friday 2nd May.
- The interview date is TBC but will be during the week of 5th May.

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