



Gloucestershire Cricket Foundation

Urban Development Officer (Bristol) – Job Description

Role:	Urban Development Officer (Bristol)
Organisation:	Gloucestershire Cricket Foundation
Contract:	Permanent, 37.5 hours a week
Responsible to:	Community Development Manager
Salary:	£25,000 to £28,000 (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 purpose and focus

Our mission at the GCF is to improve lives through the power of cricket with a purpose to get bats and balls into more people's hands. We aim to achieve this by creating, developing and delivering fun, safe, inclusive cricket activity for people of all abilities in both urban and rural locations.

Cricket is in an exciting place with more opportunities than ever before, enabling more people to come into the game. It is constantly evolving, being played in various locations, with different formats and is now a year-round sport. It allows more people from all walks of life to pick up a bat and ball whenever they want and enjoy the game at school, in a sports hall, community centre, astro turf, Multi-Use Games Area and of course, a club.

As part of our drive to support the England and Wales Cricket Board (ECB) in making cricket the most inclusive team sport in England and Wales, the Urban Cricket Development Officer (UDO) will play a key role in the reimagining of the game of cricket within Bristol. The Officer will lead on parts of the GCF's new 4-year strategy, with a focus on the ethnically diverse communities of Bristol.

The UDO will do this by building on the work and relationships already forged by the GCF across six areas of cricket, whilst focusing on the top six wards with the highest percentage of ethnically diverse population in the city.

The six areas of cricket the role will impact are:

- Schools
- Community Cricket (Hubs)

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- Community Events
- Talent Pathway

Cricket Community (Clubs)
Volunteers

The UDO will build on our work to support ethnically diverse cricket clubs in Bristol to grow and sustain their cricket offer for their members. The role holder will also develop an offer in targeted wards of the city to utilise the power of cricket to help achieve positive physical health, mental wellbeing and social outcomes, while providing more opportunities for more people to be involved with the game.

The main responsibilities of this role will be:

- First point of contact for all queries and support in relation to ethnically diverse cricket clubs in Bristol.
- Work and build relationships with cricket clubs, to create new junior sections.
- Work and build relationships with cricket clubs, to create new women & girls sections.
- Build an inner-city women's cricket offer.
- Enhance the number of active coaches and officials from a range of communities.
- Create city based All Stars and Dynamos Cricket programmes at cricket clubs and/or community settings.
- Design, develop, and deliver social impact and community engagement programmes.
- Organise and deliver community cricket festivals and competitions.
- Identity, establish, and sustain influential community partnerships.
- Support community groups to facilitate community cricket activity.
- Create and deliver engaging holiday cricket camps in targeted wards.
- Co-ordinate and co-deliver a schools' programme in targeted wards.
- Connect school participants with local community hubs and cricket clubs.
- Celebrate the diversity of the city through engaging community events.
- Work closely with the GCF Community Officers and Community Coaches, identifying opportunities to provide and promote activity.
- Work with the GCF Club Development Manager to support additional investment into urban projects.
- Maintain and create close relationships with clubs, local authorities, leagues, Chance to Shine, ECB, SACA, NACC, ACE, other National Governing Bodies, and other new partners where appropriate.
- Ensure up to date and effective budget management across all activity.
- Ensure effective communication with counterparts from other areas of the country, identifying best practice.
- Develop and share case studies of best practice from across the club network across all GCF media channels.
- Create regular feedback surveys, to ensure the foundation is meeting the needs of the clubs it represents.
- Ability to capture and report on relevant data to key stakeholders.
- Other duties as required by the line manager.

The successful post holder will be:

- Committed to improving the opportunities for people to play and access cricket.
- Passionate and committed, with a genuine enthusiasm for driving change and promoting the sport.

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- Driven to take initiative, work independently when needed, and continuously seek ways to increase the opportunities for ethnically diverse people in Bristol.
- Excellent at managing time, resources, and priorities, ensuring that all work is delivered to a high standard and meet deadlines.
- Skilled at building and maintaining strong relationships with volunteers, clubs, schools, and other stakeholders, creating a pro-active approach to cricket development.
- Capable of developing and implementing fresh ideas and strategies to engage new participants and clubs whilst retaining existing, adapting to the evolving needs and changes of the game.
- 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 at all times.
- Conduct all session and competitions in accordance with the appropriate ECB guidelines and good practice.
- Take part in and support other activities and colleagues as and when required.
- Perform all duties in an equitable manner and to actively promote the principals of equality 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

- Experience as a cricket coach to ECB level 1 / Foundation Coach, or higher, or a commitment to achieving this within a short period of time.
- A passion for sport and community development, with an understanding of how to get the best out of people.
- Experience of working in or with a variety of Sports / Community Development, programmes.
- An ability to listen and empathise with clubs and their members.
- 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 people 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 at all levels and background, via a variety of platforms.
- 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.
- Willingness to work 'unsocial' hours, including evenings and weekends.
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes.

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- ECB DBS checked or willing to gain certification.
- 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.
- Ability to travel independently between sites (Full and valid driving license).

Desirable but not essential

- Experience of working in both school, club and community settings.
- Experience of working within cricket or sport administration.
- Experience of working with recreational sports clubs and motivating volunteers.
- Experience as a cricket coach to ECB level 2 or UKCC2 (or overseas equivalent) or higher.
- Understanding and experience of a variety of Cricket Development programmes.
- Experience of developing or working on programmes in urban environments.
- Experience of mentoring, supporting and encouraging volunteers.
- Experience of working with volunteers across a variety of settings.
- Monitoring and evaluating the impact of sessions and programmes.
- Teaching/coaching children of all ages.

Supervision and work planning

The Urban Cricket Development Officer (Bristol) 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 steve.silk@gloucestershirecricketfoundation.org, along with a covering letter.

- Deadline to apply, covering letter and application form - Sunday, 2nd March 2025 (midnight).
- Shortlisting will take place during the week starting Monday 3rd March and contact will be made with all applicants by end of work on Wednesday 5th March.
- The interview date is TBC but will be during the week of Monday 10th March.

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