



Gloucestershire Cricket Foundation

Women & Girls' Development Manager – Job Description

Role:	Women & Girls' 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

At Gloucestershire Cricket Foundation, we are passionate about growing women's and girls' cricket, the fastest-growing area of the game. The Gloucestershire Cricket Foundation has long recognised this potential and invested heavily in its development over the years. We proudly offer one of the largest recreational women's and girls' cricket offers in the country, that is integrated into the heart of our clubs.

Our aim is to continue this momentum, improving the game and increasing the visibility of women's and girl's cricket to ensure its long-term success across the county. To do this we are seeking a passionate and dedicated Women & Girls' Development Manager to lead the growth and sustainability of this area of cricket in Gloucestershire.

The ambition is to build upon the strong foundations already in place, through working closely and in partnership with clubs and leagues to create new and innovative ways to expand the game for all who want to play, attend, follow and volunteer in the recreational game.

The role involves linking school activity with club participation, ensuring competition offerings evolve with the sport's changing needs, and providing ongoing support to existing women and girls' clubs to ensure their continued success and sustainability.

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The main responsibilities of this role will be:

- First point of contact for all queries and support in relation to the women and girls' game.
- Work and build relationships with cricket clubs, to create girls' sections from U9's through to U18's.
- Maximise the girls only opportunities of All Stars and Dynamos Cricket programmes, including the setup of girls only Dynamo programmes at clubs and non-traditional cricket venues.
- Review data from All Stars and Dynamos Cricket to enable further growth in the girls' game across the county.
- Lead on the Gloucestershire Women & Girls League committee.
- Work with and support Women and Girls League committee to monitor and develop existing year-round women's and girls' playing offers – both hardball and softball.
- Build and maintain strong links with Girls County Age Group Programme, ensuring playing offer reflects the needs of player development
- Work closely with the GCF Community Officers and Community Coaches, identifying opportunities to provide and promote female only activity.
- Work with the GCF Club Development Manager to support additional investment into female friendly facility projects.
- Support the GCF Workforce Development Officer, in creating and identifying female role models, through female only coaching courses, supporting the growth of the women and girls' workforce across the county.
- Work closely with the GCF Women & Girls Development Officer to coordinate and deliver the Secondary Girls Lady Taverners competition programme, creating links between schools and clubs.
- Be responsible for dissemination of women's and girls' information across the county to relevant parties.
- Maintain and create close relationships with clubs, local authorities, leagues, Chance to Shine, ECB, women's community groups, other National Governing Bodies, and other new partners where appropriate.
- Ensure up to date and effective budget management across all activity.
- Become an effective form of representation on league committees, such as but not limited to, West of England Premier League, Bristol and District and Gloucestershire County Cricket League.
- Ensure effective communication with counterparts from other areas of 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.
- Be an active member of the GCF's Senior Leadership Team.
- Be an active member on the GCF's Youth League Development Group.
- Other duties as required by the line manager.

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The successful post holder will be:

- Committed to improving the opportunities for women and girls in cricket.
- Passionate and committed, strong advocate for the growth and development of women's and girls' cricket, with a genuine enthusiasm for driving change and promoting the sport.
- Driven to take initiative, work independently when needed, and continuously seek ways to enhance the impact of women's and girls' cricket in the county.
- 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

- A passion for sport development, with an understanding of how to get the best out of people.
- Excellent leadership skills.
- Experience of working in or with a variety of Cricket Development, or Sports Development, programmes.
- Experience of working with recreational sports clubs and motivating volunteers.
- 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 a high quality, inclusive, varied, and engaging participation pathway for both women and girls.
- 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.

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- 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.
- Experience of working within cricket or sport administration.
- Willingness to work 'unsocial' hours, including evenings and weekends.
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes.
- 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 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 working with and inspiring women & girls to play and stay in the game.
- Experience of mentoring, supporting and encouraging volunteers.
- Experience of working with volunteers across a variety of settings.

Supervision and work planning

The Women & Girls' 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.

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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, 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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