



Gloucestershire Cricket Foundation

Women & Girls' Cricket Development Officer – Job Description

Role:	Women & Girls' Cricket Development Officer
Organisation:	Gloucestershire Cricket Foundation
Contract:	Permanent Contract, 37.5 hours a week
Responsible to:	Operations Manager
Salary:	£22,000 to £24,000 per annum (depending on experience), plus 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 which promote safeguarding and safer working practice across our services.

Job purpose and focus

Our aim in Gloucestershire is to grow the women's and girls' game significantly and make it far more prominent and visible. The baseline numbers are currently very good but there is still so much more that can be achieved and for this we are looking to appoint an outstanding individual to drive growth in this area and to put bats and balls in to as many hands as possible.

The main responsibilities of this role will be:

- Deliver in primary and secondary schools, on average 3 days a week, linking young girls to local clubs and community settings.
- Maximise the girls only opportunities at cricket clubs through the All Stars and Dynamos National Cricket programmes.
- Support the GCF Head of Women and Girls to support cricket clubs to set up girls' sections at U11, U13 and U15 age groups.
- Maintain and develop existing year-round Women & Girls playing offers.
- Lead on, and develop, at least one winter and summer playing offer.
- Further drive the success of the soft ball programme and create sustainability at those clubs
- Be responsible for dissemination of women's and girls' information across the county to relevant parties.
- Support the growth and development of the women's & girls' workforce.
- Be an active member on the Gloucestershire Women & Girls League Committee.

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- 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.
- Other duties as required by the line manager.

The successful post holder will be:

- Committed to improving the opportunities for women & girls.
- Committed to their own personal development and play an active role in the professional development of your 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 sessions 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.

Qualifications and Experience

Essential

- Experience as a cricket coach to ECB level 2/ UKCC2/ Core Coach (or overseas equivalent) or higher.
- Experience of coaching within sport at a recreational level.
- High levels of energy and enthusiasm and the desire to succeed.
- The ability to develop and implement high quality, varied and creative activity/cricket sessions.
- 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.
- Ability to work independently and as part of a team.
- Child protection 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.
- ECB DBS checked.
- Ability to travel independently between sites (Full and valid driving license).
- Ability and willing to work 'unsocial' hours, including evenings and weekends.

Desirable

- Experience of working within Sports Development with recreational sports clubs and the enthusing of volunteers.
- Experience of teaching/coaching children of all ages.
- Experience of working with and inspiring women & girls to play and stay in the game.
- Experience of working in school, club, and community settings.
- Be competent on social media and understand the importance of marketing to increase exposure.

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- Understanding and experience of a variety of Cricket Development programmes.
- Experience of managing a cricket coaching programme.

Supervision and work planning

The Women & Girls' 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 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.

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, which will include the delivery of a session in a school along with an interview.

- Deadline to complete the Microsoft Form - Sunday, 27th November.
- Shortlisting will take place during the week of Monday 28th and contact will be made with all applicants by end of work on Wednesday 30th November.
- The interview date is TBC but will be during the week of December 5th.

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