



## Club and Workforce Development Officer

<b>Job Title:</b>	Club and Workforce Development Officer	<b>Location:</b>	NCU Offices, Stormont Estate, Belfast
<b>Level / Salary Range:</b>	Competitive salary based on experience	<b>Position Type:</b>	Full-time

### Job Description

#### PURPOSE OF POSITION

The successful Post Holder will be required to deliver key areas of the NCU's Strategic Plan and Cricket Ireland's Strategic Plan in relation to Club and Workforce (Coaches, Officials and Volunteers) Development.

In conjunction with the NCU General Manager, the post holder will be required to lead the strategic and business planning process for Club and Workforce development within the region, ensuring areas of strategic focus (including but not limited to boys/girls/men's/women's cricket, culture & diversity etc) are being addressed within the Club environment, to grow the game of cricket.

The Post Holder will work under the direction of the NCU General Manager as the NCU seeks to enhance its workforce development structures and its club development system.

As the success of the post will be dependent on developing and maintaining partnerships with key stakeholders the post holder will be required to develop and maintain working alliances with a wide range of partners in the voluntary and community sector and educational and sports sectors.

### Role and Responsibilities

#### CLUB DEVELOPMENT

- Perform and review health checks on participating Clubs to assess the status of all clubs within the NCU
- Establish and maintain a comprehensive knowledge of the needs of clubs within the region
- Develop a plan to increase club capabilities in a range of areas including, but not limited to, good governance, volunteer engagement, cricket structures & pathways, funding streams and Club member services.
- Provide strategic leadership, support and guidance to Clubs to assist them in establishing and reviewing

realistic club development plans

- Work in partnership with the School and Club Engagement Officer to ensure Clubs are developing strong links with local Schools.
- Support Clubs to develop retention and recruitment strategies for participants, coaches, officials and volunteers within their club environment
- Offer advice and support to clubs around financial compliance, accountability and Health and Safety, Safeguarding and facilities.
- Establish a clear communication strategy between Clubs, Schools and participants.
- Support the implementation of registration and digital systems within the Club environment
- Plan and deliver annual Club forum(s).
- Develop good communication channels between the NCU and Clubs to ensure successful engagement between the NCU and Clubs.

#### VOLUNTEER WORKFORCE DEVELOPMENT

- Develop and maintain a pathway for volunteers who aspire to grow their capability and influence within the club environment
- Plan, co-ordinate and deliver workforce and volunteer development courses/programmes to diversify the Cricket workforce within the NCU
- Mentor key volunteers in Clubs by supporting and signposting them to further personal development opportunities across the sporting sector
- Coordinate the delivery and promotion of relevant coach education courses delivered within the NCU
- Coordinate the delivery and promotion of officials (umpire and scorer) courses in conjunction with NIACUS
- Maintain accurate information including player statistics and volunteer engagement within club and school environments and report quarterly

#### ADMINISTRATION

- To maintain accurate and up to date records of all club and workforce development programmes, activities and participants (where applicable)
- Assist in managing the project budgets in accordance with NCU procedures.
- Monitor and evaluate project programmes in accordance with guidelines and external investors terms and conditions.
- Prepare written and oral reports and presentations as necessary relating to relevant projects.
- Utilise data and good practice examples to positively promote cricket with/through partners and media outlets.

#### GENERAL

- Assist the NCU General Manager in identifying, preparing, submitting and reviewing funding applications to source additional investment that will support/compliment the objectives of the Development and Participation Programme
- Act as an ambassador/advocate for the NCU's Strategy and actively promote the objectives contained within.
- Comply with and actively promote the NCU's policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with the NCU policies and procedures.
- Ensure full compliance with safeguarding requirements in accordance with NCU and National policies and procedures
- To attend relevant NCU staff meetings and Cricket Ireland Development Network meetings, as required.
- To attend appropriate meetings as directed by the NCU General Manager.
- To attend training courses as required by the NCU.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.



## Person Specification

### ESSENTIAL SKILLS

- A 3<sup>rd</sup> level qualification(s) which can be proven relevant to the post
- A minimum of 2 years demonstrable experience of creating, implementing and reviewing plans to support the development of business within an organisation
- Demonstrable experience of creating, implementing and reviewing personal and/or workforce development programmes to develop individuals within an organisation
- Demonstrable experience of developing and working in partnership with key stakeholders and/or partner bodies
- Demonstrable experience of managing resources and budgets
- Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- Excellent organisational and planning skills
- Ability to work as part of a team, as team leader or team member
- Ability to work a flexible schedule including evenings and weekends when required
- Full and current driving licence and access to a car.

### PREFERRED SKILLS

- Demonstrable knowledge of the volunteer sector, community sport and the structure it operates within.
- Understanding of Northern Irish / UK legislation and compliance that affects NI sporting organisations.
- Demonstrable knowledge of the sports sector landscape within Northern Ireland
- Experience of developing and submitting successful funding applications
- Ability to form and maintain positive relationships with key stakeholders.
- Self-reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems.
- High-level of personal accountability.

### APPLICATION PROCESS

Shortlisting will be undertaken using only the information which is provided at the time of application. Applicants should forward their CV together with a covering letter outlining how their experience, using clear and specific examples, meets the criteria in each of the areas of the Person Specification to:

NCU General Manager, Angela Platt:

**Email:** [angela.platt@ncucricket.org](mailto:angela.platt@ncucricket.org) or

**Mail:** FAO – Angela Platt, NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast BT4 3TA.

Please mark the subject of your mail '**Club and Workforce Development Officer**'

The closing date for applications is **12 noon on Monday 15<sup>th</sup> July**; subsequent interviews for the role will then take place during the week beginning Monday 29<sup>th</sup> July.

The NCU is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.