



## Cricket Development Officers (UU)

The NCU has partnered with Ulster University as part of the University's Sports Match Programme to match fund two part time cricket development posts on a 50:50 financial basis. The roles are initially up to December 2020 with possible extension, subject to future funding being agreed.

<b>Job Titles:</b>	Post 1 – Cricket Development Officer (Student Sport) Post 2 – Cricket Development Officer (Community Development)	<b>Location:</b>	NCU Offices, Stormont Estate, Belfast & Ulster University (Jordanstown Campus)
<b>Level / Salary Range:</b>	£21-£23k per annum (pro rata)	<b>Position Type:</b>	Part-time (20 hours per week)

### Job Description

#### PURPOSE OF POSITIONS

As a result of this initiative each part time role will have a specific focus for development and delivery of cricket programmes and activities.

- **Cricket Development Officer (Student Sport)** – this role is focused on engagement with UU students to increase participation in cricket, support the development of student cricket across Ulster University campuses and enable the enhancement of performance development opportunities for student cricketers.
- **Cricket Development Officer (Community Development)** – this role is focused on engagement with a range of under-represented populations, community groups, schools and clubs to increase participation in cricket for all ages and abilities. The role is also focused on enabling capacity building opportunities for coaches, umpires, leaders and volunteers.

The successful post holders will play a key part in driving forward the development of participation and performance in cricket within the NCU, Ulster University and across the NCU region. They will be required to deliver key areas of the NCU's Strategic Plan, Cricket Ireland's Strategic Plan and Ulster University's Sports Development Strategy and will be responsible to the NCU General Manager and an Ulster University representative.

As the success of the posts will be dependent on developing and maintaining partnerships with key stakeholders the post holders 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 – Job Role 1

### CRICKET DEVELOPMENT OFFICER (STUDENT SPORT)

- To promote cricket within Ulster University and increase participation and club membership across the campuses with an emphasis on social cricket.
- To develop opportunities for those typically under-represented in cricket to get involved and stay involved in student sport as a player, coach, volunteer, administrator and/or committee member.
- To work with the existing cricket structures to encourage good practice and effective administration that will ensure the efficient and sustained running of Ulster University student cricket clubs.
- To work with the Irish Universities Cricket Association (IUCA) and student club members to coordinate and deliver the IUCA Indoor and Outdoor Intervarsity Championships as required.
- To coordinate with the NCU / Ulster University Cricket Management Group to ensure the University's cricket teams are playing at the highest possible level in intervarsity sport and on a cross campus basis.
- To coordinate the support services offered by Ulster University Performance Services, Performance Analysis and Physiotherapy Interns for the benefit of the student clubs.
- To provide sports coaching and develop and promote coach mentoring in cricket in association with the NCU and UUSU Sport.
- To develop resources and mechanisms to promote student cricket across the NCU programmes and at Ulster University and encourage school leavers to study at and play for Ulster University.
- To promote Ulster University's Talented Athlete Entry Scheme as a way of recruiting talented cricketers to Ulster University.
- Liaison with NCU/CI and University academic staff to provide opportunities for students to attain appropriate teaching / coaching / officiating qualifications.
- To continue to develop and enhance the Cricket Scholarship Programme that will attract local, national and overseas students to attend and play for the NCU, CI and Ulster University.
- To establish and sustain effective partnerships throughout the NCU & CI networks in order to create more opportunities for high-level student players.
- To support and promote as appropriate the delivery of any other related NCU or Ulster University strategic development initiatives.

## Role and Responsibilities – Job Role 2

### CRICKET DEVELOPMENT OFFICER (COMMUNITY DEVELOPMENT)

- To engage with a range of under-represented groups, community groups, schools and clubs to increase participation in cricket for all ages and abilities.
- To promote cricket within the NCU and to increase participation and club membership, with an emphasis on social cricket.
- To work with the existing cricket structures to encourage good practice that will ensure the efficient and sustained running of cricket in clubs and communities.
- To coordinate the relevant support services offered by Ulster University for the benefit of the NCU & cricket generally.
- To provide sports coaching and develop and promote coach mentoring in cricket as part of the NCU Coach Development programme.
- Increase the opportunities for groups typically under-represented to get involved and stay involved in cricket as a player, coach, volunteer, administrator and/or committee member.
- Liaison with NCU/CI to provide opportunities for club members / interested individuals to attain appropriate teaching, coaching, officiating or volunteering qualifications.
- Assist and advise local schools, clubs and community organisations in the delivery of Cricket Programmes, Celebrations and other formats of the sport for boys & girls.

- Liaison with all other cricket coaches in the NCU and CI programme to support clubs with coaching support options, clinics, workshops and training materials.
- To support the development of Women & Girls cricket within and in particular coordinate the delivery of the NCU & UU Girls Cricket Academy, with the support of the NCU Performance Pathway Coach.
- Develop good communication channels between the NCU and clubs to ensure successful engagement.
- To establish and sustain effective partnerships throughout the NCU & CI networks in order to create more opportunities for participants and for high-level performers.
- To maximise opportunities and develop relationships at Ulster University campuses relating to accessing facilities for cricket coaching and development programmes.
- To support and promote as appropriate the delivery of any other related NCU or Ulster University strategic development initiatives.

## General Responsibilities –

Both Roles will be required to fulfil the following responsibilities

### ADMINISTRATION

- To maintain accurate and up to date records of all development programmes, activities and participants (where applicable)
- Assist in managing the programme budgets, develop funding streams and deliver fundraising activities to support the development of cricket for the NCU and at Ulster University, 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

- 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 policies and procedures
- To attend relevant NCU staff meetings, Ulster University Staff Meetings and other relevant 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.

### ESSENTIAL SKILLS

- A minimum of 1 year demonstrable experience of working with and the development of sports clubs and/or community/voluntary organisations and universities.
- An ECB Level 2 Cricket Coaching Qualification or recognised equivalent coaching qualification
- Demonstrable experience of developing and working in partnership with bodies (e.g. universities, local authorities/councils, schools, governing bodies of sport etc.)
- Self-reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems.
- Excellent written and verbal communication skills, including report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- High-level of personal accountability.
- 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

- Tertiary level qualification(s) relevant to the post; e.g. Business, Sports Management, Sports Studies or Teaching
- Demonstrable knowledge of the cricket landscape within Northern Ireland and Ireland
- Understanding of Northern Irish / UK legislation and compliance that affects NI sporting organisations.
- A minimum of two years' experience working with in a sporting organisation, a regional sports trust or large Not for Profit organisations.
- Awareness of the needs and behaviours of volunteers
- Ability to form and maintain positive relationships with key stakeholders.

### VETTING

The Northern Cricket Union is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. These roles involve work with young people and as part of the application process; the Northern Cricket Union will request a disclosure in relation to any successful applicants via an Enhanced Access NI check. Clearance through this system is required, however, applicants should be aware that a criminal record will not necessarily be a bar to obtaining a position.

### APPLICATION PROCESS

Shortlisting will be undertaken using only the information that 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. **Applicants should specify which job role they are interested in i.e. Job Role 1 / Job Role 2 or Both Roles**

Completed applications should be sent to NCU General Secretary, Bryan Milford:

**Email:** [bryan.milford@ncucricket.org](mailto:bryan.milford@ncucricket.org) or

**Mail:** FAO - Bryan Milford, NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast BT4 3TA. Please mark the subject of your email/mail "**Cricket Development Officers (UU)**"

The closing date for applications is **12 noon Monday 27<sup>th</sup> January**; subsequent interviews for the role will then take place in early February 2020.

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