



Job Description

Job Title Territorial Manager – Clubs / Retention

Buckinghamshire Cricket Board is the governing body of cricket in Buckinghamshire with the mission

‘To develop and protect the future of cricket by making it the sport of choice in Buckinghamshire’.

The role of the Buckinghamshire Cricket Board is to engage, develop and deliver all ECB National and Local Programmes, to include All Stars Cricket, Cricket World Cup & Club Carnival programmes within the county, working with clubs, schools, coaches and community groups.

Job Purpose

To create a flourishing club cricket scene which caters for participants of all abilities and backgrounds.

Engagement, development and supporting of the Buckinghamshire cricketing network, to successfully deliver the England & Wales Cricket Board {ECB} club interfacing national programmes.

All Stars Cricket, Chance to Shine, Cricket World Cup

Active encouragement of Clubs, communities, groups and individuals to access the most appropriate cricket offer and grow sustainable opportunities to nurture their enduring involvement with cricket. Promotion and delivery of the ECB National Programmes through use of effective communication and direct delivery, alongside sharing best practice and providing support and training for our cricket networks.

Roles & Responsibilities

The individual will have a focus on -

- To be the main point of contact for, & responsible for successful delivery of the Cricket World Cup in Clubs programme in Buckinghamshire
- To lead on & responsible for successful delivery of Clubmark in Bucks
- To lead on & responsible for successful delivery of Women & Girls cricket throughout the Clubs in Bucks
- To deliver session on the All Stars and Chance to Shine programmes as required
- To lead on & responsible for successful delivery of Funding and Facilities within Bucks
- To lead on & responsible for facilitating and supporting Club cricket competition.
- Delivery of cricket sessions in targeted schools and other appropriate groups to promote, engage and support the transition to respective ECB National Programme settings

- To lead on Disability within Bucks in conjunction with ECB South Central Region Disability Officer
- To lead on Coach Education within Bucks in conjunction with ECB South-Central Region Coach Ed Officer
- To plan and deliver regionalised Bucks Cricket workshops to support club development
- To represent Buckinghamshire at county, regional or national meetings as required by the role
- Account management and support of Clubs throughout their engagement and development journey, on choosing one or more of the ECB National Programmes
- Recruit and transition children and / or adults to clubs, events or programmes
- Relationship manage, through visits and regular communication during delivery phase
- Work with Clubs to provide 'on the ground' support to help engage targeted groups; 5-8yrs, women & girls, volunteers, lapsed cricketers,
- Collect feedback from participants, parents and Clubs Organisation, to support ECB National Programmes
- Work with non-traditional partners to establish new markets for the growth of cricket.
- Help implement the national and local strategies for club engagement
- Working alongside regional and county colleagues, help support the delivery of local plans for growth within clubs and community-based cricket activity
- Any other tasks relating to the effective delivery of the ECB National Programmes as requested by senior management

Status within the Organisation

The post holder will be employed on a full-time basis.

Their line manager will be the Managing Director

Remuneration

37.5hrs per week, including some evening and weekend work

- Salary £23k - £25k dependent on skills and experience
- Company laptop
- Contributory pension
- Office to client expenses include mileage and subsistence where justified
- 23 days annual leave
- Based at Bucks Cricket Board Office, Whiteleaf Business Centre, Buckingham MK18 1TF and will be required to travel throughout the County

Knowledge, Skills & Experience

1. General skills

- Ability to plan and coordinate activity with and in schools and clubs
- Experience of working young children boys & girls
- Ability to think creatively and be innovative
- Experience of community engagement
- Politically sensitive and culturally aware
- Capacity to learn and adapt
- Ability to work independently and as part of a team

2. Relationship manager - dealing with a wide variety of stakeholders and volunteers from very different backgrounds: -

- Drive and determination

- Active listening and interpersonal skills
- Influencing
- Excellent communicator
- Working relationships with Volunteers

3. Administration – this person will have the ability to organise and implement complex programs of delivery, management and recording of key data.

- Strong ICT skills
- Communication and excellent ability with the spoken and written word
- Ability to implement agreed project plans
- Record and analyse statistical data to report to key partners

4. Other

- Ability to travel independently and use of own car
- Hold an ECB DBS certificate, First Aid and Child Protection Trained
- Ability to work flexible hours, including extensive weekday evening work and occasional weekends
- L2 Certificate in Coaching Cricket or Sport, or the commitment to gain one in a short period of time

Key Relationships

- Managing Director (line manager)
- Interface / Teamworking with other Territorial Managers and other Buckinghamshire CB staff
- Cricket Clubs
- Schools & SGO's (School Games Organisers)
- Volunteer workforce and other sports related organisations (national and local)
- Community Groups
- Leagues
- ECB Regional and National colleagues

If you would like to be considered for this post, please send your CV, along with a covering letter detailing why you feel you are a suitable candidate for this vacancy.

Please send these to Stuart Beck via the email address below by 17th October 2018

Interviews will take place 24th & 25th October 2018

Stuart Beck

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