



## Job Description

**Job Title**                      **Head Coach**

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 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 help Buckinghamshire best young male and female cricketers reach their potential through our Player Pathway, delivering our three core priorities:

- To provide high quality opportunities to as many young cricketers as possible
- Ensure each individual has an enriching experience in the Player Pathway
- To produce an oversupply of cricketers for First-Class County Academies, Girls' Regional Development Centres, Bucks' Senior teams and Premier League cricket clubs

### Roles & Responsibilities

The individual will have a focus on -

- Manage the Player Pathway – Boys U10-U17 and Girls U11-Women
- Manage the Emerging Players Programme – for high potential boys and girls
- Manage the Skill Sets Programme – complementary, optional skills coaching for pathway cricketers
- Manage the Nominations (including gathering nominations & managing Nominations Festivals programme) & Trials (including Autumn Training Programme)
- Work with the MD to create a clear strategy for the Player Pathway that ensures our talent development system has a broad-base and the best players have access to progress further in the game
- Identify, appoint and develop a coaching team for the Player Pathway
- Primary responsibility for all coaching schedules, fixture programmes and festivals

- Work with the Operations Administrator to ensure all systems are in place to provide a high-quality service to players/parents and clear communication at all times
- Work with the Welfare Officer to provide a safe, fair and equitable provision of cricket support
- Work with the Financial Director to ensure that the Player Pathway financially self-sufficient
- Develop partnerships with local independent schools, universities, sponsors and other opportunities to provide support and growth of the pathway
- Develop strong working relationships with ECB Talent Team, First-Class County Academies, Girls' Regional Development Centres and Buckinghamshire CCC
- Provide CPD support and clear communications to Bucks' cricket clubs
- Deliver high quality coaching (and where required, team management) across the Player Pathway

### **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 extensive evening and weekend work (the nature of the job will require some time to be during unsociable hours).

- 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**

- Strong understanding of talent development and pathways
- Strong organisation and project management capacities
- High quality coaching delivery (minimum ECB Level 3)
- Sees the value in every player and every internal and external relationship from the base to the top of the pathway

#### **2. Relationship manager** - dealing a 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

**Key Relationships**

- Managing Director (line manager) and Buckinghamshire CB staff
- ECB Regional and National colleagues
- First-Class County Academies
- Girls' Regional Development Centres
- ECB Talent Team
- Club Lead Junior Coaches
- Schools

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

CEO

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