



Job Description

Job Title **Territorial Manager – Kids / Recruitment**

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

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

All Stars Cricket, Chance to Shine, Cricket World Cup

Active encouragement of schools, 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 ECB All Stars Cricket programme in Buckinghamshire
- To be the main point of contact for, & responsible for successful delivery of, the Chance to Shine programme in Buckinghamshire
- To be the main point of contact for, & responsible for successful delivery of, the Cricket World Cup in schools programme in Buckinghamshire
- Responsible for facilitating and supporting school cricket competitions
- Delivery on the All Stars and Chance to Shine programmes as required

- 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 represent Buckinghamshire at county, regional or national meetings as required by the role
- Account management and support of schools throughout their engagement and development journey, on choosing one or more of the ECB National Programmes
- Recruit and transition children to clubs, events or programmes
- Relationship manage, through visits and regular communication during delivery phase
- Respond to school and customer queries during the programmes
- Co-ordinate participants to receive “Money can’t buy experiences”.
- Collect feedback from participants, parents and schools 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, 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 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
- 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 Game Organisers)
- Volunteer workforce and other sports related organisations (national and local)
- Community Groups
- 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 between 24th & 25th October 2018

Stuart Beck

CEO

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