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Clubs & Workforce Development Officer

 **JOB DESCRIPTION**

Job Title: Cricket Wales Clubs & Workforce Development Officer FULL TIME ROLE

Location Southwest Wales

Reporting to: Cricket Wales Area Cricket Manager

**Job Purpose**

1. To offer an end-to-end service that administers and supports the cricket workforce needs of an Area, with a particular focus on identifying and supporting new volunteers and individuals in clubs through the ECB Activator and Coach development process, including pre and post-course support.
2. To provide outstanding customer service to the Area cricket network, Designated Safeguarding Lead, Coach Development Lead and efficient administrative support to the Area Cricket Manager especially in the support for volunteers regarding national programmes and ongoing junior age group teams transition to local junior leagues.
3. To provide direct support to clubs to ensure all Safeguarding and Club Development requirements are up to date and fully compliant.

**General**

* To be proactive in leading and supporting Cricket Wales national programmes. equality work relating to women, girls, diverse communities, disability, areas of deprivation and the Welsh language.
* To support the roll out of safeguarding policy in Wales especially where it connects with clubs.
* To support Area Managers in their needs to support clubs in their development planning processes.

**Specific Responsibilities**

**Volunteer Recruitment, Coach Education & Workforce**

* In conjunction with Area Cricket Managers, Cricket Development Officers, Community Coaches & women’s & girls’ officers, to identify courses needed at a local level and individuals to attend ECB Activator and coach development courses and ECB/CW Coach Development Workshops. This will include Safeguarding & First Aid Courses
* To book facilities for Coach Education courses and Workshops and ensure compliance with any standards mandated by ECB, First4Sport or any other relevant bodies
* To deploy Tutors for coach development courses and Workshops
* To plan courses in line with the growth strategy contained in Inspiring Generations and support clubs with funding advice e.g., Sport Wales grant aid schemes to potential candidates.
* To promote courses within an area cricket network and use efficient systems to take bookings from individuals.
* To organise course resources in advance
* To undertake all pre-course and post course administration including chasing of payments
* Managing and updating all the associated on-line systems associated, working with external and internal partners to ensure timely and accurate information. Working with relevant helpdesks to resolve queries.
* To deliver a comprehensive post-course completion service that ensures all candidates complete necessary additional courses and processes e.g., Safeguarding and Protecting Children, DBS certification and where needed or requested First Aid
* In conjunction with the Coach Developer’s role, ensure all new and existing coaches in an Area have access to and engage in CPD including icoachcricket
* Officials: To offer appropriate support to local Wales ACO branches in their organisation of Officials courses and workshops
* Grounds Managers: To support local Cricket Grounds Associations in their organisation of courses and workshops.

**Safeguarding, Clubmark & Compliance:**

* Coordinate courses for Safe Hands training for club Safeguarding officers.
* To work with club administrators & the ECB on the Safe Hands Management System to ensure clubs' and individuals' compliance on the system.
* To support the network of league safeguarding officers & Cricket Wales’ Designated Safeguarding Lead to drive Safeguarding standards through leagues & clubs within Wales.
* To support clubs to reaccredit and gain accreditation for Clubmark in the role of Club Support Officer as prioritised by the Area Manager
* Managing and updating all the associated on-line systems associated, working with external and internal partners to ensure timely and accurate information. Working with relevant helpdesks to resolve queries.

**National Programmes:**

* To help and support clubs’ volunteers’ queries where possible e.g. signposting to partner help lines for ECB national programmes.
* Lead on the online system support helping clubs get set up and ongoing running of ECB National Programmes such as All Stars and Dynamos cricket.
* Managing and updating all the associated on-line systems associated, working with external and internal partners to ensure timely and accurate information. Working with relevant helpdesks to resolve queries.
* To lead and plan the All Stars & Dynamos Activator cricket training regionally, allocating venues for f2f training, organising associated online seminars and allocating required tutors.

Key Measurables

* Course and candidate delivery goals to supply clubs with enough trained volunteers to meet Area Manager National Programme growth targets.
* Clubmark goals to make clubs stronger.
* SHMS goals to ensure the embedded approach and compliance with ECB CPA standards.

Remuneration

The basic salary is £24,765 for 35 hours per week.

**Applicants should submit:**

* **a covering letter**
* **a CV that is applied to this job description**
* **a completed equal opportunities form (see end) via email, to:** Sandie.keane@cricketwales.org.uk

**The closing date for applications is 05/01/2024**

**For an informal discussion on the role, applicants should contact:**

Keri.chahal@cricketwales.org.uk

*Cricket Wales is committed to providing equitable opportunities. While we will always appoint on merit, we would particularly encourage applications from under- represented groups and communities in cricket – especially female, ethnically diverse people, or those with a disability.*

[For details on our commitment to Safer Recruitment please see here](https://cricketwales.org.uk/documents/governance-policies/safer-recruitment-2077.docx)

**Revised December 2023**

### EQUAL OPPORTUNITIES MONITORING (OPTIONAL)

Cricket Wales is an equal opportunities employer and we are committed to treating all job applications on their merits. We will use the information collected from this optional part of the application for statistical and monitoring purposes so that we can make sure that our equal opportunities policy is working. We will separate this part from the rest of the form when we receive it. We will not use it as part of the selection process. Sensitive information will be used by the Cricket Wales to generate anonymised statistics which will never be presented in a form that allows individuals to be identified.

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| **Position applied for** |  |

**Gender**

|  |  |
| --- | --- |
| What is your gender? | [ ]  Female[ ]  Male[ ]  Non-binary[ ]  Prefer not to say |

**Age**

|  |  |
| --- | --- |
|  | [ ]  16-24[ ]  25-29[ ]  30-39[ ]  40-49[ ]  50-59[ ]  60+[ ]  Prefer not to say |

**Ethnic Origin**

|  |  |  |
| --- | --- | --- |
| What is your ethnicity? | **White:**[ ]  British[ ]  Irish[ ]  White background – other**Mixed:**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Mixed background – other**Asian or Asian British:**[ ]  Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Chinese[ ]  Asian background – other | **Black or Black British:**[ ]  Caribbean[ ]  African[ ]  Black background – other**Other ethnic group:**[ ]  Other ethnic group**Prefer not to say:**[ ]  Prefer not to say |

**Disability**

|  |  |  |
| --- | --- | --- |
| Do you regard yourself as in any way disabled? | [ ]  Yes[ ]  No | [ ]  Prefer not to say |