**Coach Development Operations Manager**

**JOB DESCRIPTION**

**Main Purpose:** To provide coach development leadership across Wales, ensuring that the education programme is effective and aligned with our strategy.

**Reporting to**  Head of Community Cricket Development and Operations

**Salary:** £ Competitive

**Contract:** Permanent, Full-Time

Cricket Wales, the recognised national governing body for recreational cricket in Wales, exists to lead, inspire, and influence the growth, quality and accessibility of cricket in Wales. We are recruiting an experienced, professional individual to join our team. Please see the Job Description and Person Specification below for further details.

**The Role**

1. Lead the work of developing our local club and Cricket Wales’ pathway coaches (current and future) to support our collective ambitions to grow the game and raise standards across Wales.
2. Raise the profile and ‘brand’ of coaching across the network; To act as an ambassador and ‘evangelist’ for coaches of all levels, and coach development in Wales.
3. Revolutionise the way cricket in Wales generates, diversifies, develops and mentors its coaching workforce of the future.
4. Work collaboratively with the three Club Workforce Development Officers in each Area, ensuring a smooth service in relation to administration and delivery across Wales, thus ensuring the delivery of area development plans for workforce growth.
5. Seek out best practice, innovation and new developments from relevant networks that spur on coach development across Wales.
6. Increase the overall volume of trained and deployed coaches to match the rate of growth in participation.
7. Develop relevant and appropriate CPD needs and delivery across the club network, aligning this with the strategic needs of the business plan (performance/grassroots/women’s & girls’ cricket/transition of junior cricketers, from All Stars upwards) and putting in place relevant and timely courses to address these needs.
8. Act collaboratively with the three Area teams and the Cricket Wales’ Talent Pathway team, ensuring an end-to-end service for the cricket network and the betterment of coaching standards.
9. Apply effective systems so that there is up-to-date management data across all coach development measurables.
10. Ensure Cricket Wales has the most up-to-date view of the volume of coaches active in Wales and is supporting them with talent and ambition to enable them to fulfil their potential.
11. Run coach development programmes which are commercial (attractive to potential sponsors) and enable Cricket Wales to make a net-profit in order to reinvest revenues back into coach development and training.
12. Run appropriate initiatives linked to the reward and recognition of Wales’ best coaches.
13. Support clubs and Workforce Support Officers in the administration of umpires’ and scorers’ courses in Wales.

**Key Measurables**

* Draft, monitor, review and drive the operational plan for coach education and ensure that the ambitions of the business plan align with this programme.
* Tutor development and Assessor development
  + Identify, develop and grow the pool of tutors for future deployment so that Area plans for workforce growth, and thereby national programmes, or other Cricket Wales’ priorities, are supported.
* Improve the ‘customer’ (coach) experience, as new helpers in cricket make the journey as a volunteer into our game from activator to coach and ensure a smooth and enjoyable experience.
* Drive more efficient workforce planning of clubs under the leadership of the Club Workforce Officers and Area Managers, thereby creating a more proactive system where workforce requirements are gained early on, and appropriately supported.
* Ensure more effective promotional activity takes place to ensure a full occupancy of courses.
* Consider alternative venues/timings of courses and adapted/candidate-specific courses aimed e.g., female-only, to ensure the most comfortable learning experience for candidates.
* Arrange CPD sessions, including, but not limited to:
  + Creating relevant support for clubs to drive the transition from national programmes into age-group junior cricket.
* Drive diverse workforce growth trends in Wales e.g.

Increase the percentage of female coach participants on courses e.g. by planning/promoting female-only courses in strategically important areas;

* + Nurture a more diverse coaching workforce within the club and pathway structures, ensuring coach development participants are reflective of our communities, in terms of ethnicity.

Work with the ECB to increase Wales’ representation on Advanced level courses, with the aim of increasing the quality of pathway coaches in Wales

Support officials’ course development.

**Main Duties**

* Act as the ECB nominated representative for Wales.
* Ensure the Wales’ coach development programme is up to speed, with modern and efficient approaches to learning.
* Maximise the resources available e.g., ECB initiatives: bursaries, tokens. To manage this process for Wales.
* Oversee the coach education budget: estimate income/expenditure for the year.
* Ensure maximise attendance rates are secured for courses, raising income levels and driving commercial efficiency wherever possible. Overall responsibility for administration/project management.
* Ensure quality control sessions are undertaken and that all coach developers are seen at least once per year.
* Oversee this as part of the Coach Development budget.
* Each coach developer to have a personal development plan that links into the work with 1st 4 Sport.
* Identify and train new tutors/verifiers.
* Mentor and support new tutors who are currently undergoing courses within Wales.
* Update information on the 1st 4 Sport Athena site, or its successor.
* Ensure that all IQA, coach developer and annual review documents are uploaded onto 1st 4 Sport’s central portal.
* Record extensions/special requests for candidates to be uploaded onto the 1st 4 Sport central portal.
* Act as the ECBCA/Sport Wales’ named contact for Cricket Wales. To maximise engagement in ECBCA/coach cricket /SW among all participants and create a culture of commitment to personal development among qualified coaches.
* Develop learning resources about good practice and opportunities across the sport sector.
* Implement coach development sessions across Wales.
* Performance Coach Development Sessions in Wales, in partnership with Glamorgan/ Head of Pathway
* Club relevant sessions
* Ensure the journey for volunteers is an effective and pleasurable one.
* Develop online CPD sessions alongside the ECB.
* Set up effective systems that support the development of coach development and ensure that people are at the centre of the systems’ operations.
* Put course Information on Cricket Wales’ website and channels. All courses and information relating to coach education to be updated on the Cricket Wales’ website and promoted on all channels, and locally through AMs, W&G Officers, and clubs.
* All Stars & Dynamos Tutor Training & Activator Training Lead. To identify, lead & coordinate tutor training for activator course tutors throughout Wales.

**Applicants should submit a covering letter and a CV via email, to:** [Sandie.keane@cricketwales.org.uk](mailto:Sandie.keane@cricketwales.org.uk)

**The closing date for applications is 5th January 2024**

**For an informal discussion on the role, applicants should contact:** [Mark.Frost@glamorgancricket.co.uk](mailto:Mark.Frost@glamorgancricket.co.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)

**PERSON SPECIFICATION:**

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| **ESSENTIAL** | **DESIRABLE** |
|  | Qualifications   * Accredited ECB tutor * ECB Coaching in Schools * All Stars or Dynamos Cricket Activator * Attended Safeguarding & Protecting Children Course * First Aid * Enhanced DBS Check (upon appointment) * Member of the ECBCA * Degree in a sport related subject |
| Experience of:   * Recruiting, training and mentoring volunteers and/or coaches * Influencing clubs, volunteers and community bodies for positive change | * Delivering tutoring accredited courses * Adapting coaching activities to suit different environments. * Coaching mixed age groups * Coaching Children & Young People * Planning & delivering cricket coaching sessions in a school and sports club environment. * Coaching mixed ability groups |
| Knowledge:   * Sports Development * Cricket (Sports) Clubs & an appreciation of their volunteer challenges | Knowledge & understanding of:   * Physical Education at Key Stages 1 and 2 * Long term athlete development models * The Education sector. * Child Protection & Welfare within sport |
| Skills:   * Written and verbal communication skills. * Organisational skills * Administration skills * IT competent | Skills:  - Welsh speaker  - Commercial/sales experience  - Strong numeracy skills? |
| Additional   * Willingness to work flexible hours, including evenings and weekends, if required. | * Full UK Driving License and access to a vehicle. * A passion for cricket |