**Competitions Coordinator Lead**

 **JOB DESCRIPTION**

**Main Purpose:** To provide competition support and promotion for national age groups, senior competitions, schools competitions and junior leagues, aligned to our strategy.

**Reporting to:** Head of Community Cricket Development & Operations

**Salary:** £21,000 pa

**Contract:** Permanent

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

**Main Roles**

To administer, promote and successfully deliver the following the national competitions:

* Open Senior Welsh Cup
* Women’s Softball Cup and Plate competitions
* Clubs’ U13s and U15s Welsh Cups
* New competitions as required (girls’ only).
* Schools’ competitions, as required.
* Junior League administration support, as directed by Area Managers.

**Main Duties**

The competition organiser will:

1. Manage all Cricket Wales’ competitions in a consistent manner, with a consistent ‘look and feel’, brand and tone of voice.
2. Manage all competition budgets closely and prudently.
3. Review the rules and competitions’ organisation, reflecting on previous years with the feedback from representatives of each competition e.g., Open Welsh Cup Steering Group and, where appropriate, undertake player surveys.
4. Provide a first-class competition service to participating clubs and players.
5. Generate fixtures, encourage participation and broadcast to the cricket network.
6. Pro-actively monitor fixture completion, and use of Play-Cricket.
7. Act as the single point of contact for all competition matters and queries and be the first point of contact for all discipline matters and fines.
8. Ensure entrants are aware of, and abide by, all rules and regulations.
9. Encourage participating teams to ‘*Get the Game On’* and abide by the *Spirit of Cricket.*
10. Provide general administrative support through Play Cricket and promote this clearly to all participants.
11. Report weekly on competitions and activities.
12. Liaise with WACO to arrange official appointments, as required.
13. Make arrangements for the Finals Day, through a proportionately robust tender / invitation process, where necessary and appropriate, for each competition. Liaise with chosen host clubs on all arrangements, including, but not limited to:
	* looking for innovative ways to manage these events (e.g., live streaming, double-header final days/weekends)
	* ensuring the event is used to invite and host key people from the cricket network in conjunction with senior Cricket Wales’ officers.
14. Proactively promote the competitions, draw dates, fixtures and results on Cricket Wales’ social media channels and attract other media and/or commercial interest.
15. Liaise with the ECB in terms of competition sponsors, alignment of dates and other requirements.
16. Manage travel reimbursement for teams, as appropriate.
17. Manage all presentation ceremonies.
18. Administer trophies and medals.
19. Develop effective systems to help volunteers minimise administration.
20. In relation to schools’ competitions, to be guided by Area Managers in their aim to grow entries to Dynamos schools’ competitions and secondary level competitions, as required by Cricket Wales.
21. Support the effective development and modernisation of junior leagues, in terms of effective systems, reporting of matches played (Play Cricket) and setting up processes so that more games are played in junior leagues.

|  |
| --- |
| **PERSON SPECIFICATION** |

|  |  |
| --- | --- |
| ESSENTIAL | DESIRABLE |
| Experience of:  * Recent experience of planning and organising sports competitions and dealing with volunteers
 | Experience of:   Planning and organising cricket competitions* Play Cricket
* Attended ECB Safeguarding courses.
* First Aid
* Enhanced DBS check on appointment
 |
| Knowledge and understanding of:   * Cricket (or general) sports clubs and their administration
 | Knowledge and understanding of:   * National Cricket Playing Survey results.
* League and cup cricket in Wales
* Sports development
* Safeguarding in sport
 |
| Skills:   * Ability to communicate effectively.
* Organisational skills
* Administration skills
* IT competent
 | Skills:   * Welsh Speaker
 |
| Other:   * Willingness to work unsociable hours, including evenings and weekends.
 | Other* Passion for cricket
* Full UK Driving Licence and access to a vehicle.
 |

**Applicants should submit a covering letter and their CV via email to:** Sandie.keane@cricketwales.org.uk

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

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