



JOB DESCRIPTION

JOB TITLE:	Women & Girls Cricket Development Coach (CDC)
CONTRACT:	Fixed Term Until 31 st December 2019 FT (37.5 hrs / week)
REPORTS TO (TITLE):	Women and Girls Cricket Development Manager
OFFICE/DEPT:	Lancashire Cricket Foundation
OFFICE BASE:	Emirates Old Trafford
VEHICLE/MILEAGE RATE:	N/A – Mileage paid at 45p per mile
DATE:	April 2019

1. MAIN PURPOSE OF JOB

Managed by the Women and Girls Manager, you are responsible for administering and implementing the preparation and delivery of all elements of the Girls Secondary School Chance to Shine programme. In addition you will initiate and deliver Girl Guiding activation, support the All Stars Cricket programme and assist with delivery in schools, clubs and community settings in order to contribute to the Lancashire Cricket Foundation strategic vision.

2. JOB SPECIFIC TASKS

Main Duties & Responsibilities:

- Delivery and coordination of the LCF Girls Secondary Schools Chance to Shine, Girl Guiding and community programmes.
- Delivery and coordination of Secondary Schools Girls Education Competitions including Chance to Compete.
- Provide delivery support for the clubs and community required in accordance with the LCF's vision in delivering its objectives.
- Provide administrative support in the delivery of all above activities in accordance with the agreed Key Performance Outcomes.
- Producing and uploading the necessary data / figures in a timely manner for Chance to Shine and All Star programmes.
- Provide qualitative and quantitative reports as required and any other statistical information as required by your Line Manager.
- Complete necessary paperwork as required for monitoring and evaluation of LCF programmes.



- Provide administrative support to collect and publicise information on best practice / case studies / surveys and in generating the feedback from the relevant service users

Professional Standards:

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications
- Work flexible hours to include some evenings and weekends as required and to assist when necessary and required in the delivery of all Foundation events as requested
- Follow Data Protection principles and policies and keep data secure and encrypted as advised
- To provide quantitative and qualitative progress reports and any other statistical information as required
- Engage in a managed continuous personal development plan, based on a learner centered approach and the needs of the role
- To operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket
- To adhere to the Lancashire Cricket Foundation's Policies and Procedures on confidentiality and the management and sharing of information
- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners
- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post

Note:

- **The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested.**
- **This is a casual car user post – applicants should have a full current driving license and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post.**

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Confidentiality:

Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Disclosure:

Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is



required for legal reasons. If you have any questions or concerns about this, please feel free to contact our County Welfare Officers or a member of the management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has decided that this shall be at the ENHANCED level. By completing an application for this post you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures, and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdbs.co.uk

3. KNOWLEDGE / EXPERIENCE / SKILLS NEEDED

Skills and Knowledge

- Understanding of the Chance to Shine programmes and its objectives
- Understand ECB development pathway and coaching guidelines relevant to the coaching and development role.
- Strong communication, interpersonal, planning and organisational skills
- Be self-motivated and have the ability to motivate others
- Ability to review and adapt
- Ability to work within a team
- Ability to meet agreed targets
- Ability to work unsupervised
- Good IT skills
- Ability to evaluate all activity in agreed format
- Able to operate safely within the workplace by identifying risk and using safe working practices
- Excellent organisation, planning skills and ability to multi-task.
- Excellent communication skills, both verbal and written

Experience / Qualifications / Training

- Experience in delivering safe, structured and enjoyable cricket coaching in schools, clubs and the local community
- Experience of coaching females, ideally in cricket but other sports considered
- Experience of supporting cricket competitions
- Ability to encourage a healthy and active lifestyle to improve behaviour, concentration and academic success
- Experience supporting children to enhance their social and life skills through sport



- Ability to Work alongside teachers and community figures to instil core values amongst children and young adults
- Delivery of either cricket or generic leadership training
- Understanding of the needs of target groups including women & girls, minority ethnic communities, disabled people and people from disadvantaged background and areas of deprivation
- Experience of delivering development initiatives
- Experience of budget management / income generation in particular for grant funding to support the development programme
- ECB UKCC Level 2 or equivalent cricket coaching qualification
- Attendance on First Aid and Safeguarding & Protecting Children courses
- Experience of undertaking risk assessments

Desirable Additional Requirements

- Understand the meaning of sports equity
- An understanding of child protection and welfare principles, policies and procedures
- Understanding of the needs of target groups including women and girls, minority ethnic communities, disabled people and people from disadvantaged background and areas of deprivation
- Experience in administration role
- Experience of producing promotional material
- Knowledge of the LCF's development plan including Chance to Shine objectives and ECB development policies
- Knowledge of Delivery System of sport in England
- Knowledge of sports funding

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED: