

## Job Description

---

**Job Title: Women & Girls Cricket Development Officer**

---

**Name of Jobholder:**

---

**Reports to (title): Women & Girls Cricket Manager**

---

**Department: Lancashire Cricket Foundation**

---

**Date: May 2022**

---

### Main Purpose of the Job

You are responsible for administering and implementing the preparation and delivery of all elements of the LCF Schools Coaching Programme (Inc Chance to Shine Secondary Girls) across your dedicated area. You will deliver sessions in the 'Experience' and 'Development' phases of the girl's player pathway including across National Programmes and Lancashire Cricket Development Centres.

You will be a Brand Ambassador for Lancashire Cricket and have a passion for enriching the lives of young people through active participation in the game of cricket.

You are the link between Club and School programmes with a strong focus on transition from school to club and/or community sessions in order to maximise participation in the game of cricket.

You will administer and deliver the Women & Girls Inter League Programme.

---

### Specific Tasks and Responsibilities

#### Main Duties & Responsibilities:

- Delivery and coordination of LCF Schools Coaching programme (Inc Chance to Shine Girls Secondary) to meet the need at local level and achieve set targets and KPIs
  - Build relationships within an allocated geographical area
  - Support clubs and communities to develop women and girls' opportunities
  - Drive and monitor transition from Schools to Clubs/ and or community sessions
  - Delivery and promotion of National Programmes in direct conversation with local club need.
  - Assist Clubs in creating and maintaining SHMS or equivalent to maintain safeguarding standards
  - Delivery and coordination of all Education Competitions including Girls Chance to Compete and Dynamos Cricket
  - Structure and deliver across the 'Experience' and 'Development' phases of the girls' player pathway through the Lancashire Cricket Development Centres and MCCF Hubs.
  - Administer and deliver the Women & Girls Inter League Programme
  - Provide administrative support in the delivery of all above activities in accordance with the agreed Key Performance Outcomes.
  - Complete necessary paperwork as required for monitoring and evaluation of LCF programs.
  - Producing and uploading the necessary data / figures in a timely manner for Chance to Shine and National Programs. Provide qualitative and quantitative reports as required and any other statistical information as required by your Line Manager.
  - Provide administrative support to collect and publicise information on best practice / case studies / surveys and in generating the feedback from the relevant service user
-

---

## 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, weekends, and residential as required.
- Follow GDPR Data Protection principles and policies and keep data secure and encrypted as advised.
- Provide quantitative and qualitative progress reports and any other statistical information as required.
- Engage in a managed continuous personal development plan, based on the learner and the needs of the role.
- Operate safely within the workplace regarding Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket.
- Adhere to the LCF 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.

*\*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.*

### 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 by the Senior Management Team.**

### 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 a member of the Senior Management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. It is 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.disclosuresdb.co.uk](http://www.disclosuresdb.co.uk).

---

## Knowledge / Experience / Skills Needed

### Skills and Knowledge

- Understanding of ECB strategy and LCF Strategy
- Understanding of coaching within a school and club environment including knowledge of Chance to Shine and National Programmes
- Understand ECB development pathway and coaching guidelines relevant to the coaching and development role
- Knowledge of funding opportunities for community sports clubs and club support
- 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 and deadlines
- 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

- ECB UKCC Level 2 or equivalent cricket coaching qualification
- Attendance on First Aid and Safeguarding & Protecting Children courses
- Experience in delivering safe, structured and enjoyable cricket coaching in schools, clubs and the local community
- Experience of supporting cricket competitions
- Ability to work alongside teachers and community figures to instill core values amongst children and young adults
- Understanding of the needs of target groups including women & girls, minority ethnic communities, disabled people and people from disadvantaged background and areas of deprivation
- 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
- Delivery of either cricket or generic leadership training
- Experience of delivering development initiatives
- Experience of budget management / income generation for grant funding to support the development programme
- 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
- Experience in administration role
- Experience of club support – in cricket or other sports
- Experience of player development
- Knowledge of Delivery System of sport in England
- Knowledge of sports funding

---

### Assignment and planning of work: Women & Girls Cricket Manager

---

Agreed and signed by

Jobholder

---

Manager

---

Date

---

Date to be reviewed: January 2023

---

---