

**LORD'S TAVERNERS**

Giving young people a sporting chance

## WICKETZ DEVELOPMENT OFFICER - JOB DESCRIPTION

<b>Job Title:</b>	Wicketz Development Officer
<b>Hours of work:</b>	37 hours per week
<b>Reports to:</b>	Devon Cricket Board Development Manager
<b>Date Effective:</b>	March 2017 (or before if possible)
<b>Remuneration:</b>	£21,000 + expenses
<b>Contract:</b>	36-month contract

Devon Cricket Board, in partnership with the Lord's Taverners, wish to appoint a Development Officer who will use the power of cricket as a tool for change, social cohesion and make a difference to the lives of people in deprived areas of Plymouth.

This new and exciting role seeks an energetic and enthusiastic individual who has a passion for supporting and developing young people, and working with multiple partners and organisations. The role combines cricket coaching and development work and will be responsible for engaging young people from areas of deprivation into becoming active members of a 'Wicketz Hub Club'.

### 1. JOB PURPOSE & FOCUS

The focus of this role is to:

- Create fully sustainable community led cricket club environments, that operate all year round, and that offer both participation and competitive opportunities
- Develop programmes that tackle social issues identified within the sport and promote healthy lifestyle choices

The needs of this role are:

- Plan, deliver and review Wicketz community club programmes that are aligned to the needs of the local people
- Successfully engage young people aged 8-15 years old into a Wicketz community club, with particular focus on 'hard to reach' individuals such as young offenders / carers
- Actively support the transition of young people from school to the community club
- Deliver a year round cricket programme that is diverse and inclusive
- Develop cricket opportunities for all players of all standards (coaching, tournaments, teams or casual play)
- Develop partnerships with external partners and stakeholders resulting in an enhancement of the cricket development plan (Chance to Shine, YMCA, Active Devon, Help for Heroes, Young Offenders, Plymouth City Council etc.)
- Maintain a database of participation for all who have engaged across the community clubs
- Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction
- Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required
- Support the development of the wider pool of volunteers and sports coaches by mentoring and / or signposting for opportunities both formally and informally
- Ensure the branding and identity of the programme within delivery
- Work closely with all other aspects of Devon Cricket
- Organise and deliver a launch event and festivals to engage the community
- Increase awareness of the Wicketz programme locally

The successful post holder will be:

- Committed to their own personal professional development and play an active role in the professional development of your colleagues
- Take part in the development programmes of the Devon Cricket Board's key partners as directed
- Represent the Devon Cricket Board in a positive and professional manner at all times
- Ensure the health, safety and welfare of yourself, participants and others at all times
- Conduct sessions in accordance with the appropriate ECB guidelines and good practice
- Take part in other activities as and when required
- Perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users
- Conform to, actively commit to and promote Devon Cricket Board values both with internal and external 'customers' when using any communication

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**Devon Cricket Board Ltd**

Ondaatje Devon Cricket Centre

University of Exeter, Stocker Road, Exeter, Devon EX4 4QN

T: 01392 262509 E: [info@devoncricket.co.uk](mailto:info@devoncricket.co.uk) W: [www.devoncricket.co.uk](http://www.devoncricket.co.uk)

Company registration number: 7024773



## **2. QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- High levels of energy and enthusiasm and the desire to succeed
- Experience of delivering community development programmes
- Experience of working within Sports Development with recreational sports clubs and the enthusing of volunteers
- Experience of partnership working and the ability to create strong and sustainable links
- Experience of working in both school and community settings
- The ability to develop and implement high quality, varied and creative activity/cricket sessions
- Good project management skills and ability to prioritise and work to deadlines
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Effective communicator and the ability to engage with people of all levels
- Excellent leadership skills
- Ability to work independently and as part of a team
- Excellent administrative skills and evidence of project work
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes
- Child protection trained or, commitment to achieving this within a short period of time
- First Aid trained or, a commitment to achieving this within a short period of time
- ECB DBS checked
- Ability to travel independently between sites (Full and valid driving licence)
- Willingness to work 'unsocial' hours, including evenings and weekends

### **Desirable**

- Experience as a cricket coach to ECB level 2 or UKCC2 (or overseas equivalent)
- Understanding and experience of a variety of Cricket Development programmes
- Experience of managing a cricket coaching programme
- Experience of working with inactive people in recreational sport and/or physical activity sessions
- Experience of mentoring, supporting and encouraging volunteers
- Experience of monitoring and evaluating the impact of sessions and programmes
- Experience of working on cricket specific projects
- Experience of teaching/coaching children of all ages

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### **3. SUPERVISION AND WORK PLANNING**

The Wicketz Development Officer will be employed by Devon Cricket Board Ltd and line managed by the Development Manager. The officer will work across the City of Plymouth and will have their office based there. The role is funded by Lord's Taverners who will be a direct partner in the delivery of the programme.

The employee's normal working days will be Monday-Friday and will normally be expected to complete at least 37 hours in a week. The employee will not normally be required to work before 9am, however, due to the nature of the work involved in this position, the employee will be required to work some evenings. The post holder will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

### **4. GENERAL**

This job description outlines the principle accountabilities/main duties relating to this post and does not describe in detail all of the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Board

If you require further information about this post, please contact Matt Theedom on either 01392 262509 or 07805 554636. If you would like to be considered for this post please send your up-to-date CV, along with a covering letter explaining your reasons for applying to:

Matt Theedom  
The Devon Cricket Centre  
University of Exeter  
Stocker Road  
Exeter  
EX4 4QN  
Email: [matt.theedom@ecb.co.uk](mailto:matt.theedom@ecb.co.uk)

### **5. Important Dates**

- **Deadline for applications** is 12:00pm on Monday 23<sup>rd</sup> January 2017
- **Interviews** will take place at The Devon Cricket Centre, University of Exeter on Monday 30<sup>th</sup> January 2017