

***Kent Cricket Board Limited***

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**KENT CRICKET  
BOARD**

## **Candidate Brief**

### **Appointment of Cricket Development Officer (Inclusive)**

### **Permanent Contract**

**February 2012**

*Kent Cricket Board working in partnership with all communities in Kent*



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## **Introduction**

Kent Cricket Board Limited (KCB) is the Governing Body for Cricket in Kent and is responsible for the development of the game from Playground to County Ground.

The aim of KCB is to promote the game of cricket at all levels through the partnership of professional and recreational cricketing bodies and other appropriate agencies within the cricketing County of Kent.

The KCB Strategic aim is to Inspire and Sustain sourcing the next Kent and England Players in the 'One Game'

## **Organisation and Governance**

The affairs of KCB and all its rights and responsibilities are managed, exercised and performed by the Board of Director's. Such responsibilities include the annual agreement of a Financial Plan and a Development Plan. The Chairman of the Board is Chris Swadkin.

## **Recruitment Need**

The recruitment of the Cricket Development Officer (Inclusive) is through investment in Kent Schools establishing the opportunity to prioritise this target group as highlighted as a focus development area by ECB, Local Authorities and County Sport Partnerships.

## **Appointment Process**

Kent Cricket Board welcomes applications from a fully diverse range of candidates.

In order to apply, please send full curriculum vitae and a covering letter with a personal statement on your qualification and suitability for the role.

The deadline for receipt of applications is Midday 17<sup>th</sup> February 2012.

Please mark all correspondence "Private & Confidential".

All applications will be acknowledged and will be put before a duly constituted Appointments Panel. You will be notified shortly after the above date if you have been selected for interview.

Formal interviews will take place on 22<sup>nd</sup> and 23<sup>rd</sup> February in Canterbury.

Appointment will be subject to satisfactory references

Due to the requirements of this role and the responsibilities assigned to the post holder, successful applicants will undergo an Enhanced Criminal Records Bureau Check

If you would like to have an informal conversation about this position then please contact Clair Gould, Director of Operations on [clair.gould@ecb.co.uk](mailto:clair.gould@ecb.co.uk) or 07515051999.



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## Job Description

<b>Title:</b>	<b>Cricket Development Officer (Inclusive)</b>
<b>Salary Level:</b>	<b>Range £15,000 to £20,000</b>
<b>Hours:</b>	<b>Full-time</b>
<b>Location:</b>	<b>Field Based (Head Office: St Lawrence Ground, Canterbury)</b>
<b>Responsible to:</b>	<b>Kent Cricket Board Ltd. Supported by Chance 2 Shine and England Cricket Board</b>
<b>Line manager:</b>	<b>Kent Cricket Board (KCB) Cricket Development Manager.(CDM)</b>
<b>Duration:</b>	<b>Permanent contract</b>
<b>Purpose of Post:</b>	To be integral to the Kent Cricket Board's Cricket Development Team (CDT) in implementation of the KCB strategic plan. Key focus of support will be the organisation, administration and the delivery of a strategic plan for Disability and Inclusive Cricket with focus on Chance2Shine coaching development in schools

### Specific Duties:

Ensure hitting Key Performance Indicator's (KPI's) set by the KCB and the ECB and milestones in the annual Improvement Planning Process action plan are met through:

To ensure effective delivery of quality cricket specific and generic multi skill work across Kent with a major emphasis on the target group of Learning Disability cricket. This will include working with all ages of cricketers within primary and secondary school and other facilities.

Develop paths for players in schools and clubs to local cricket activity

Inspiring people to stay in cricket by ensuring a high-quality, enjoyable, person-centred experience and provide guidance on progression opportunities based on the person's interests and abilities.

Mentoring teachers and assistant to retain a relationship with cricket and develop a 'cricket habit' for the school / club as a result of cricket creating Respect and Healthy Lifestyle messages supporting a positive learning environment for people.

Increase the amount of schools receiving coaching and entering cricket competitions for primary and secondary schools at the completion of year 1.

To support and mentor Clubs to develop the volunteer coaching base, and retain girls within the clubs and to support further development of the girls and coaches skill base.

Support the Talent Identification process to continue skill development into the County High Performance Squad programme for players and coaches.



## Qualification

- ✓ Relevant experience or more as a cricket coach to ECB level 2 or UKCC2 qualification or, (or overseas equivalent)
- ✓ Full Driving License and ability to travel independently between sites

## Knowledge and Experience

- ✓ Demonstrate strategic planning
- ✓ Excellent organisational skills and accustomed to meeting targets.
- ✓ Ability to motivate others, work independently and as part of a team
- ✓ Effective Communicator.
- ✓ Working knowledge of School to Club links and Cricket Development Pathways.
- ✓ Experience of managing a cricket coaching programme and mentoring of Club Coaches.
- ✓ Working knowledge of Long Term Athlete Development.
- ✓ Evidence partnership working and ability to forge sustainable links.
- ✓ Commitment to a continual professional development programme.
- ✓ Computer literate and effective user of excel, access and other Microsoft programmes
- ✓ Ability to manage and maximize budgets

## Desirable

- Experience of teaching/coaching children of all ages, from 4 to 18.
- Experience of disability coaching and players pathway.
- First Aid trained or, a commitment to achieving this within a month of start date.
- Knowledge of the Schools National Curriculum.
- Experience of working on cricket specific projects.
- Equity trained or, commitment to achieve this within a month of start date.
- Disability trained or, a commitment to achieve this within a month of start date.
- Teacher trained.
- Multi sport trained or, a commitment to achieving this within a month of start date.
- Child Protection and Venerable Adult trained or, commitment to achieve this within a month of start date.
- Clubmark nominated officer trained or, a commitment to achieving this within a month of start date.
- Experience of obtaining grants and other partner funding.
- Aspiration or ability of Tutoring and/or Assessing qualifications in sport.
- Ambition or experience of coaching within the Elite players system.

## Key Responsibilities

- ☑ Support KCB in the delivery of KCB KPIs
- ☑ To support achieving the Kent IPP annual action plans
- ☑ Support the Learning Disability County Programmes
- ☑ To coach on Chance 2 Shine programmes
- ☑ Support sponsors requirements
- ☑ To deliver core movement and cricket skills, working both within and outside of core curriculum time on school sites
- ☑ Retaining young people in sport by working closely with local sports clubs and other sports providers
- ☑ Organise teaching/coaching opportunities in local schools



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- ☑ Work closely with other partners to coordinate both indoor and outdoor competition and festival opportunities for Cricket, initiating these where appropriate.
- ☑ Work with priority groups to ensure equitable access and delivery
- ☑ Assist staff in schools with identification of needs and talent and report to relevant performance representative.
- ☑ Assist with extracurricular activities and help forge school to club links.
- ☑ To encourage and continuously monitor the links between Schools and Clubs.
- ☑ Ensure compliance with all health and safety legislation and associated codes of practice and Authorities, Partners and NGB policies.
- ☑ Develop opportunities for attracting funding for the scheme.
- ☑ To attend meetings relevant to the post.
- ☑ To provide written reports and ensure that all monitoring and evaluation is undertaken and submitted on a monthly basis and to deadlines
- ☑ To be committed to Continued Professional Development and attend training as and when required by KCB
- ☑ To undertake any other duties that might reasonably be deemed within the status of the job and appropriate to the post.

### **General**

This job description only contains the principle accountabilities/main duties relating to this post and does not describe in detail all of the duties required to carry them out.

The post holder will be expected to work evenings and weekends as and when required.

### **Remuneration**

The Kent Cricket Board Limited expects to offer the successful candidate a remuneration package in the range of £15,000 to £20,000 per annum subject to 6 month probationary period.

There will be opportunities for Continual Professional Development on a career pathway.