



## Yorkshire Cricket Board – Job Description

<b>Job Title:</b> Club and Community Development Manager – South Region (CCDM)	<b>Date:</b> June 2024
<b>Line Manager:</b> Head of Region (HoR)	<b>Status:</b> Permanent; Full Time (35 hours per week)
<b>Salary Range:</b> £26,000 to £28,000 per annum, dependent on skills and relevant experience	<b>Benefits:</b> 25 days holiday + Bank holidays Workplace Pension Employee Assistance Programme

### Job Purpose:

- Responsible for the delivery of Yorkshire Cricket’s strategic plan in the metropolitan districts of South Yorkshire
- Responsible for the delivery of the playing offer provided in cricket clubs, urban and other non-traditional cricket environments in line with strategic plans and objectives;
- Coordinate with local community cricket officers to ensure that regional targets, KPI’s and objectives are delivered, reporting to the Head of Region (HoR);
- Lead and develop the volunteer workforce to deliver agreed targets, KPI’s and objectives as determined by the HoR and Managing Director;
- Represent Yorkshire Cricket by advocating, representing and promoting, including the use of social and other media.

### Key Accountabilities:

- Responsible for the participation and growth of recreational cricket across own region, with responsibility for the metropolitan districts of South Yorkshire
- These areas include approximately 140 clubs (80 with junior sections), 220 primary and 50 secondary schools including SEN;
- Responsible for achieving stated targets, KPI’s and objectives as determined by the HoR and Managing Director, to include ECB central programmes, standards, safeguarding, welfare, facilities, development and investment;
- Proactively develop all cricket clubs and their communities in own region to achieve agreed targets, KPI’s and objectives;
- To deliver Yorkshire Crickets strategic plan and include;
  - Growing the number of clubs with Junior sections;
  - Growing the total number of boys playing cricket;
  - Growing the total number of clubs women and girls sections;
  - Growing the total number of girls playing cricket;
  - Driving the growth of adult cricket participation;
  - Growing the total number of male and female players;
  - Growing the total number of volunteers, officials and coaches;



- Drive and support ECB initiatives, e.g. club adoption of systems such as Play Cricket;
- Support Clubmark and Safe Hands Management System adoption.
- Ensure that all clubs with junior participants have appropriate safeguarding accreditation;
- Responsibility for the delivery of an appropriate player pathway including junior and senior leagues and competitions;
- Develop and maintain a facilities investment plan for clubs and communities ensuring financial investment aligns with the Yorkshire Cricket Strategy;
- Support clubs in developing their governance in respect of EDI initiatives, skills and experience;
- Work with local coaches, CCO's and influence third party delivery agents to ensure appropriate delivery of cricket in schools, to include alignment to out of school provisions and maximising transition;
- Promote the club affiliation package;
- Support and liaise with Leagues, Premier Leagues and League Cricket Council, local authorities, county sports partnerships and other partners;
- Develop disability cricket in line with the disability lead and county action plan;
- Support and monitor the player pathway (male / female) and development;
- Support the work of other CCDM's, CCO's, Head of Regions, the Managing Director and the work of the Board of Directors as required;
- Any other duties and responsibilities commensurate with the nature and level of the role.

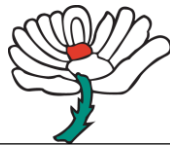
#### **Key relationships:**

- Leagues and clubs
- Cricket development groups and organisations
- ECB
- Sport England
- Chance to Shine
- Local Authorities
- Active Partnerships

### **Person Specification**

#### **Essential**

- An understanding of, and passion, for the sport of cricket;
- Proactive, with a proven track record of overseeing programme delivery in a relevant area;
- Experience of people management, including a body of volunteers;
- A natural organiser, who is adept at managing multiple projects at the same time, whilst maintaining focus on targets and objectives;
- Experienced in managing budgets and resources;
- Experienced in collating data and drafting reports;
- A proven ability of influencing skills;
- Ability to work on own initiative as well as part of a team;
- Strong communication and verbal skills and a natural ability to engage with a diverse range of people, including groups and individuals;
- An understanding of EDI initiatives;
- An understanding of safeguarding and health and safety relevant to the needs of the role



### **Desirable**

- Experience of working in a similar role in cricket;
- A comprehensive understanding and experience of recreational cricket;
- Experience of working with key stakeholders and relevant networks to the local area eg leagues, Local Authorities
- A proven track record of supporting EDI initiatives, providing a rich and diverse programme of activities as well as effective monitoring.

Note: The role does involve training, supervising, working with and/or being in sole charge of children and young people. The successful applicant will be required to complete a **Disclosure Barring Service (DBS) Check**. A disclosure is an impartial and confidential document that details an individual's criminal record and where appropriate gives details of those who are banned from working with children.

### **Personal Attributes, Aptitudes and Abilities**

- Ability to motivate, persuade, support and influence individuals and organisations;
- A commitment to equal opportunities and working towards equality standards;
- Flexibility to work extended hours including Bank Holidays and weekends when the role may require;
- Excellent communication and inter-personal skills, both written and verbal;
- A positive attitude with initiative, focus and drive;
- Patience with an orderly approach to problem solving;
- A customer-orientated approach to all facets of the work and the Boards operations;
- Ability to work independently and effectively under pressure;
- Ability to work within a team and both individual to contribute to the overall success of the Board;
- Interact effectively with all departments and personnel at the Board and other branches of Yorkshire Cricket;
- Contribute positively at all times to a pleasant and friendly atmosphere throughout the communities and places you will work in;
- Commitment to work to the Boards standards and within formalised rules, regulations, policies and procedures.

### **Location and Key Conditions**

- Working from home, with travel within regional communities in Yorkshire as required. The YCB's office is based at Headingley with an occasional need to attend there.
- Full time, the role does require extended hours and regular travel throughout Yorkshire which could include working on evenings, weekends and Bank holidays.