



## **Women and Girls Development Officer – Job Description**

<b>Job Title:</b>	Berkshire Cricket - Women and Girls Development Officer
<b>Contract:</b>	Permanent, Full-Time Position
<b>Hours of Work:</b>	35 hours per week
<b>Remuneration:</b>	£24,000 – £28,000 + expenses + Stakeholder Pension Scheme

### **1. Introduction:**

Berkshire Cricket are looking to appoint an outstanding individual to drive the continued growth of the women's and girls' game across the County. The Women & Girls game within Berkshire is thriving and has seen continual growth in recent years – the focus now will be to maintain this growth and embed this within the fabric of the game.

Berkshire Cricket is a high-performing County Cricket Board responsible for the delivery of Cricket within Berkshire, including delivery of ECB Initiatives, the Performance Pathway and charity-led programmes. In line with ECB's Inspiring Generations strategy and our own 'More People, More Places, More Cricket' strategy, Berkshire Cricket continues to offer and develop cricket opportunities for a diverse audience throughout the county, as we aim to make Cricket a game for all.

We are looking to recruit an enthusiastic individual with a passion for Women & Girls Cricket at all levels, ranging from developing new initiatives, supporting clubs and schools, through to coaching and developing players within a talent pathway environment. This person will work alongside the other key team members, to lead the continual development and growth of Women's and Girls Cricket throughout the county.

### **2. Job Focus:**

As part of the team, the Women and Girls Development Officer will combine coaching responsibilities with administrative and development work, to support the growth and sustainability of activity and opportunities.

Specifically, the role will include the following areas:

- Women and Girls Club Support
- Women and Girls Competition Delivery and Support
- Coaching on Girls School programmes
- Girls Talent Pathway administrative support
- Girls Talent Pathway coaching

### **Women and Girls Club Development:**

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- Maintain and create a close relationships with clubs and leagues, the England & Wales Cricket Board, and other partners where appropriate; with the intention of supporting the development of the club network throughout Berkshire.
- Be responsible for dissemination of women's and girls' information across the county to relevant clubs and parties.
- Support the growth and development of the women's & girls' workforce.
- Maximise the girls only opportunities at cricket clubs through the All Stars and Dynamos National Cricket programmes.

#### **Women and Girls Competition Delivery and Support:**

- Work closely with the Club Support Manager to deliver, support and facilitate a range of Women's & Girls Competitive and Recreational Offers, including Soft Ball Festivals, Soft Ball Leagues, Hard Ball Leagues and Finals Days.
- Lead on the continual review of Women and Girls playing offers in order to identify opportunities for new or amended indoor and outdoor competitions.
- Be an active member on relevant League committees.

#### **Community Coaching on Girls School and community programmes:**

- Work with the Schools Cricket Manager to organise, deliver and have an active involvement with the provision of Girls Primary and Secondary School programmes. This will include the delivery of cricket taster sessions, young leader training, community sessions, extra-curricular activities and competitions.
- Support the delivery of other school-based competitions and programmes as required.
- Work with the Community Cricket Manager to identify the opportunity for community based All Stars and Dynamos National programmes for girls; providing opportunities in parts of the county where there may not be a nearby Cricket club.

#### **Girls Performance Pathway administrative support:**

- Assist the Head of Performance and Womens Head Coach with the planning and delivery of the Girls Talent Pathway programme, including support with programme design, Talent ID, trials and ensuring that the Talent Pathway complements the club playing offer.
- Build upon a close partnership with the Southern Vipers and its respective regional academy through attendance at regional events. This may also include Southern Vipers events and coaching sessions.

#### **Girls Performance Pathway coaching support:**

- Support the delivery of Girls Performance Pathway trials.
- Deliver on the Girls Performance Pathway winter coaching programme.
- Support with the management and coaching of Girls Performance Pathway teams as required during the playing season, including the MCC Foundation Hubs and Transition Coaching Programme.

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### **3. Supervision and Work Planning:**

The post is employed by Berkshire Cricket and will be line managed by the Head of Participation. The post holder will be expected to travel around the county for the delivery elements of the role. With regards office based work, Berkshire Cricket are based at The Cricket Pavilion, Enborne Street, Newbury, RG14 6TW – hybrid working is available.

The position is a full-time role. The employee's working hours will vary throughout the year. Whilst typically hours will be Monday-to-Friday, between 9am and 5.30pm, there will also be periods of the year in which the employee will be required to work evenings and across the weekends and will therefore have a day off in lieu during the week. The employee will be required to carry out their duties on such days that are most effective to perform the responsibilities of the position.

### **4. 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. Other duties may be required to be undertaken from time to time as directed by Berkshire Cricket.

### **5. Experience and Qualifications**

#### **Essential:**

- Passion for sport, inclusive of Children's and Women's & Girls and Disability Sport
- Minimum ECB Level 2, Core Coach or UKCC2 Coach Qualifications or a commitment to achieving this in the near future.
- High levels of energy and enthusiasm and the desire to succeed
- Ability to build rapport and inspire others through both words and actions
- Excellent leadership and communication skills
- Excellent event and competition management skills
- First Aid trained within the last three years or commitment to achieving this within a short time.
- Child Protection trained within the last three years or commitment to achieving this within a short time
- Hold an ECB DBS certificate or a commitment to attaining this prior to commencement of employment
- Ability to manage yourself effectively
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Excellent administrative skills and evidence of project work
- Computer literate and effective user of using Microsoft Office
- Ability to travel independently between sites (full and valid UK driving licence)

#### **Desirable**

- Experience of working within a school environment
- Experience of working on cricket specific projects.

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- Experience of working within Girls Cricket and/or Women's Cricket
- Knowledge of Chance to Shine and the ECB
- Knowledge of All Stars Cricket and Dynamos Cricket
- Experience of working with recreational sports clubs

## 6. To Apply

To apply please send your CV along with a covering letter describing what you would bring to the role, taking note of the Job Description, to [recruitment@berkshirecricket.org](mailto:recruitment@berkshirecricket.org)

**Closing date for applications:** Friday 10<sup>th</sup> November 2023

**Interviews are proposed to take place:** w/c 20<sup>th</sup> November 2023

If you wish to discuss the role before applying, please contact Mark Roche



Email: [mark.roche@berkshirecricket.org](mailto:mark.roche@berkshirecricket.org)

## 7. Safeguarding Statement:

Berkshire Cricket is committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

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