



Job Description

Job Title: Club and Workforce Lead

Reports to: Head of Participation

Direct reports: N/A

Hours: 35 hours per week including evening and weekend work

Location: Berkshire Cricket Office, The Cricket Pavilion, Enborne Street, Newbury, RG14 6TW

Contract: Permanent, Full-time

Remuneration: Salary: £26,000 to £30,000 per annum (pro rata) plus 10% Non-Contributory Pension and Healthcare package

Equal Opportunities

Berkshire Cricket is committed to improving the diversity of its workforce. We welcome applicants from all walks of life and backgrounds who can bring a diversity of thought, skills, and experience to the organisation.

Berkshire Cricket is committed to ensuring that all applicants do not receive less favourable treatment or are discriminated against, on the grounds of their age; disability; gender; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

Safeguarding

Berkshire Cricket is committed to ensuring that all children, young people and adults who take part in cricket have a safe, positive and fun experience whatever their level of involvement.

Everyone who is involved in cricket has a shared responsibility to support this by promoting the welfare of all children, young people and adults and individually and collectively, we are signed up to the ECB Safe Hands Policy and are committed to delivering the ECB Safeguarding Standards as set out in the ECB's County Partnership Agreement with Berkshire Cricket. As such, some posts are subject to a process of vetting with the need for up-to-date DBS checks (if applicable).

Job Purpose

Berkshire Cricket is an independent charity that looks to grow the game of cricket within the County of Berkshire, including participation and performance programmes. The charity also performs the role of the County Cricket Board and works closely with the England & Wales Cricket Board and other cricket partners to deliver highly impactful and important opportunities for people to engage with the game.

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Role Purpose

This pivotal role will focus on driving club and volunteer engagement, promoting the game of cricket across Berkshire, and ensuring a high-quality, accessible experience for all participants. This role will lead on the Workforce Development plan, recruiting, training and retaining volunteers across the game. The successful candidate will join the Participation team, working to inspire more children and volunteers to become involved in cricket.

Key Responsibilities

Club and League Support

- Support clubs through their development planning process
- Offer pro-active face-to-face support to clubs, with scheduled visits during club activity
- Address volunteer queries and ensure that clubs receive the necessary support
- Manage the promotion, applications, and submission of County Grant Fund applications
- Lead on the delivery of the Youth Competition framework
- Work closely with adult leagues across the region
- Act as the lead contact for all club-based ECB national programmes, such as All Stars Cricket and Dynamo Cricket
- Manage and update online systems related to these programmes, working with external and internal partners to ensure accurate and timely information
- Lead training for All Stars and Dynamos Activators, including venue allocation, online seminars, and tutor assignments

Workforce Development

- Identify and support local courses for the ECB Activator and Coach Development pathways
- Plan and deliver workforce courses in line with the Berkshire Cricket Workforce Strategy, manage and deliver a Young Volunteers programme
- Manage the Workforce Development budget
- Identify facilities, deploy tutors, and ensure that all training adheres to required standards from ECB, First4Sport, or other relevant bodies
- Support coaches with post-course certification, ensuring compliance with safeguarding, DBS, First Aid requirements
- Provide support to the Berkshire Cricket Officials Association in organising officials courses and workshops
- Organise Grounds Management courses and workshops

General Duties

- Proactively support Berkshire Cricket's programmes related to Women's Cricket, diverse communities, talent pathway, disability, areas of deprivation and commercial activities

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Person Specification

Personal Skills

- A passion for sport
- 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
- Strong 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 Microsoft Office programmes

Essential skills and experience

- **Coaching Experience:** Proven experience in coaching cricket to children and young people, ideally within a school or club environment
- **Communication Skills:** excellent verbal and written communication skills, with the ability to engage and inspire young people
- **IT Skills:** proficient in the use of IT, including Microsoft Office applications and digital coaching tools
- **Organisational Skills:** strong organisational and planning skills to manage own work programme, deliver high-quality coaching sessions and work across multiple programmes simultaneously
- **Team Player:** ability to work collaboratively within a team and with various stakeholders, including schools, clubs, and community groups
- **Passion For Cricket:** A genuine passion for cricket and a commitment to promoting the sport among young people

Essential Qualifications

- **Enhanced DBS:** clear and valid check
- **Coaching Qualification:** minimum ECB Level 2/Core Coach qualification or equivalent
- **First Aid Certificate:** current and valid first aid certificate
- **Safeguarding Certificate:** current and valid ECB Safeguarding Specialist Roles certificate
- **Driving Licence:** full UK driving licence and access to a vehicle or the ability and commitment to travel across the region

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Desirable Skills and Experience

- **Experience with Diverse Groups:** experience working with diverse groups, including SEND children, women & girls, and rurally isolated communities
- **Mentoring Experience:** experience in mentoring or tutoring other coaches or teachers
- **Community Engagement:** Previous experience in community engagement and promoting sports within the community

Desirable Qualifications

- **Coach Development Qualification:** Tutor/Coach Developer

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