



School and Club Engagement Officer

Job Title:	School and Club Engagement Officer	Location:	NCU Offices, Stormont Estate, Belfast
Level / Salary Range:	Competitive salary based on experience	Position Type:	Full-time

Job Description

PURPOSE OF POSITION

The successful Post Holder will work under the direction of the NCU General Manager and will be required to deliver key areas of the NCU's Strategic Plan and Cricket Ireland's Strategic Plan in relation to school and club engagement programmes.

In conjunction with the NCU General Manager, the post holder will be required to lead the strategic and business planning process for School and Club Engagement within the region, ensuring areas of strategic focus (including, but not limited to, boys/girls/men's/women's cricket, culture & diversity etc) are being addressed, to grow the game of cricket.

The Post holder will be required to establish opportunities for schools to be introduced to the game of cricket across the region and enable strong school club links to effectively increase the number and quality of opportunities available to school aged players within cricket. They will also be required to provide and support a greater diversity of programmes within youth and adult club cricket for both males and females.

As the success of the post will be dependent on developing and maintaining partnerships with key stakeholders the post holder will be required to develop and maintain working alliances with a wide range of partners in the voluntary and community sector and educational and sports sectors.

SCHOOL ENGAGEMENT

- Co-ordinate, promote, deliver and review national development/participation programmes within the school environment
- Develop, implement and review opportunities for schools to be introduced to the game of cricket across the region.
- To increase the number of junior and youth cricketers regularly participating within schools
- Increase the number and quality of development opportunities available to participants within schools
- Plan, deliver and review NCU's junior and youth pathway programmes into Schools
- Plan, deliver and review modified games with festival days in school environment
- Increase the conversion rate of school players into regular club cricketers by working closely with the Club and Workforce Development Officer
- Support Schools with new initiatives and provide coaching assistance/education within the school environment
- Support the Club and Workforce Development Officer to coordinate and promote the delivery of coach development courses in Schools
- Support the Club and Workforce Development Officer to coordinate and promote umpire and scorer development courses in conjunction with NIACUS in Schools
- Plan, deliver and review appropriate school competitions in conjunction with specific school committees, where appropriate, at both primary and secondary level
- Support the Schools' Committee in sustaining effective relationships with an expanding range of schools

CLUB ENGAGEMENT

- Plan, promote, deliver and review regional hub programmes for U11 and U13 boys and girls.
- Plan, promote, deliver and review effective holiday programmes within the NCU and/or support Clubs to deliver.
- Support Clubs to deliver festivals/blitz events ensuring effective school club links are being developed.
- Implement retention and growth strategies in line with focus areas of National and Provincial Union strategies
- Support Clubs to deliver junior participation development programmes during school holidays with emphasis on effective school clubs links
- Support Clubs to develop appropriate junior sections in conjunction with the Club and Workforce Development Officer with emphasis on effective school club links.
- Support Clubs to deliver effective adult participation and retention cricket programmes, where applicable (e.g. social cricket)

ADMINISTRATION

- To maintain accurate and up to date records of all development programmes, activities and participants (where applicable)
- Assist in managing project budgets in accordance with NCU procedures.
- Monitor and evaluate project programmes in accordance with guidelines and external investors terms and conditions.
- Prepare written and oral reports and presentations as necessary relating to relevant projects.
- Utilise data and good practice examples to positively promote cricket with/through partners and media outlets.

GENERAL

- Assist the NCU General Manager in identifying, preparing and submitting funding applications to source additional investment that will support/compliment the objectives of the Development and Participation Programme
- Act as an ambassador/advocate for the Union's Strategy and actively promote the objectives contained within.
- Comply with and actively promote the NCU policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with NCU policies and procedures.
- Ensure compliance with safeguarding requirements in accordance with NCU policies and procedures
- To attend relevant NCU staff meetings and Cricket Ireland Development Network meetings, as required.
- To attend appropriate meetings as directed by the NCU General Manager.
- To attend training courses as required by NCU.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.

Person Specification

ESSENTIAL SKILLS

- Level 2 Sports Coaching Qualification (UKCC) or equivalent (in cricket or other)
- A minimum of 2 years demonstrable experience of coaching cricket to a wide variety of backgrounds, ages and ability levels
- Knowledge of coaching young children and fundamental movement skills
- A minimum of 2 years' experience of delivering programmes in clubs and/or schools
- Demonstrable experience of developing and working in partnership organisations (e.g. local authorities/councils, schools, governing bodies of sport etc.).
- Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- Ability to work as part of a team, as team leader and/or team member
- Ability to work to a flexible schedule including evenings and weekends
- Full and current driving licence and access to a car.

PREFERRED SKILLS

- Knowledge of the schools' education system
- Knowledge of the Northern Irish sporting landscape, NGB's, Sport NI, Local Authorities, and Local Sports Partnerships.
- Knowledge of the Cricket landscape within Ireland
- Understanding of Northern Irish / UK legislation and compliance that affects NI sporting organisations.
- Ability to form and maintain positive relationships with key stakeholders.
- Self-reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems.
- High-level of personal accountability.

APPLICATION PROCESS

Shortlisting will be undertaken using only the information which is provided at the time of application. Applicants should forward their CV together with a covering letter outlining how their experience, using clear and specific examples, meets the criteria in each of the areas of the Person Specification to:

NCU General Secretary, Bryan Milford:

Email: bryan.milford@ncucricket.org or

Mail: FAO - Bryan Milford, NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast BT4 3TA.

Please mark the subject of your mail '**School and Club Participation Officer**'

The closing date for applications is **12 noon on Wednesday 23rd January 2019**; subsequent interviews for the role will then take place at the beginning of February 2019.

The NCU is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination.