



# Job Description and Person Specification

<b>Job Title</b>	Development Officer (Clubs and Schools)
<b>Primary Place of Work</b>	Northern Cricket Union Office located at Stormont Estate, Belfast and across the geographical area covered by the NCU. Occasional travel may be required to other locations in line with the role.
<b>Status</b>	Full Time (40 hours per week)
<b>Hours of Work</b>	Variable – with commitments on evenings and weekends
<b>Report To</b>	The Cricket Operations Manager
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Local Clubs</li><li>• Local Schools</li><li>• NCU Cricket Operations Manager</li><li>• NCU Development Team Members</li><li>• Cricket Ireland Participation Team</li><li>• NCU Coaches</li><li>• Players</li><li>• Parents/guardians</li><li>• Cricket Ireland and their representatives</li></ul>
<b>Remuneration</b>	The package will include a competitive salary commensurate with qualifications, skills and experience and include a pension, mobile phone, and a laptop for business use. The candidate will need to have a vehicle. Standard mileage rates will apply.
<b>Start Date</b>	23 September 2024 or on another suitably agreeable date.
<b>Contract Duration</b>	Full time permanent

## Overall Purpose of Job

The successful post holder will be required to deliver key areas of the new Strategic Plan for Cricket in Ireland 2024-2027 with a particular focus on engagement in Clubs and Schools.

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

The post holder will work under the direction of the NCU Cricket Operations Manager as the NCU seeks to enhance its workforce development structures and its club and school development system. They 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 educational and sports sectors.

## Main Responsibilities/Description of Duties

### 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.

Northern Cricket Union, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA  
T: +44 (0) 2890522664 | E: [cricketoffice@ncucricket.org](mailto:cricketoffice@ncucricket.org) | W: [northerncricketunion.org](http://northerncricketunion.org)

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- 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 Clubs and NCU Development Team.
- Support Schools with new initiatives and provide coaching assistance/education within the school environment.
- Support the Development Team to coordinate and promote the delivery of coach development courses in schools.
- Support the Development Team 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 post-primary 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 NCU Development Team 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 club and school development programmes, activities, and participants (where applicable).
- Assist in managing the 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 Chief Executive and Cricket Operations Manager in identifying, preparing, submitting, and reviewing 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 Strategic Plan for Cricket in Ireland 2024-2027 and actively promote the objectives contained within.
- Comply with and actively promote the NCU's policies and procedures on all aspects of equality.
- Ensure full compliance with health and safety requirements and legislation in accordance with the NCU policies and procedures.
- Ensure full compliance with safeguarding requirements in accordance with Cricket Ireland and 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 Cricket Operations Manager.
- To attend training courses as required by the NCU.
- Any other duties as may be allocated from time to time in accordance with the general nature of the post.



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## Person Specification

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### Essential:

- Tertiary level qualification(s) relevant to the post, e.g., Business, Sports Management, Sports Studies, or Teaching.  
OR
- A minimum of 2-years demonstrable experience of working with and the development of sports clubs and/or community/voluntary organisations.
- ECB Level 2 Core Coach or equivalent qualification.
- A minimum of 1-years demonstrable experience of coaching cricket to a wide variety of backgrounds, ages, and ability levels.
- A minimum of 2 years' experience of delivering programmes in clubs and schools.
- Demonstrable experience of developing and working in partnership with various organisations (e.g. local authorities/councils, schools, governing bodies of sport etc.).
- Demonstrable knowledge of the cricket landscape within Ireland.
- Excellent written and verbal communication skills, including strong report writing skills with an ability to communicate effectively and confidently to individuals and groups.
- Full and current driving licence and access to a car for business purposes.

### Desirable:

- Demonstrable experience of developing and working in partnership organisations (e.g. local authorities/councils, schools, governing bodies of sport etc.).
- Demonstrable knowledge of the NI Education Sector, school sport and the structure it operates within.
- Knowledge of the Northern Irish sporting landscape, NGB's, Sport NI, Local Authorities, and Local Sports Partnerships.
- A minimum of two years' experience working within a sporting organisation, a regional sports trust or large not for profit organisation.
- Awareness of the needs and behaviours of volunteers.
- Ability to form and maintain positive relationships with key stakeholders.

## Application Process

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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 Callum Atkinson, NCU Cricket Operations Manager, via email to [callum.atkinson@ncucricket.org](mailto:callum.atkinson@ncucricket.org) or via post to NCU Office, The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA. Please mark the subject of your email 'Development Officer (Clubs and Schools)'.

The closing date for applications is 5pm on Monday 2nd September 2024. Applicants should note that subsequent interviews for the role will then take place as soon as possible after the closing date.

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

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