



Job Description and Person Specification

Job Title	NCU Women & Girls Development and Pathway Coach
Primary Place of Work	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.
Status	Full Time (40 hours per week)
Hours of Work	Variable – with commitments on evenings and weekends
Report To	The Cricket Operations Manager
Key Relationships	<ul style="list-style-type: none">• Local Clubs• Local Schools• NCU Cricket Operations Manager• NCU Talent Pathway Manager• NCU Development Team Members• NCU Representative Directorate• NCU Coaches• Players• Parents/guardians• Cricket Ireland and their representatives
Remuneration	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.
Start Date	23 September 2024 or on another suitably agreeable date.
Contract Duration	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 women & girls' cricket.

In conjunction with the rest of the NCU team, the post holder will be required to lead the strategic and business planning process for Women & Girls cricket within the region, ensuring areas of strategic focus (including but not limited to women & girls' cricket, culture & diversity etc.) are being addressed within the NCU female pathway and club 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 women & girls' pathway and club structures. They will be required to lead the direction and delivery of the NCU women & girls' pathway, and support the NCU Development Team in enhancing female development initiatives within schools and clubs to effectively increase the number and quality of opportunities available to girls.

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

Talent System

- Work with the NCU Representative Directorate and NCU Staff to put in place a talent pathway system which offers opportunities to female cricketers in the NCU.
- Act as Head Coach to the NCU Senior Women and Emerging Women's Teams.
- Select and manage performance coaches who undertake roles within the talent system.
- Liaise with Cricket Ireland performance leads at every level regarding player selection for national programmes.

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

The Northern Cricket Union of Ireland is a Company Limited by Guarantee registered in Northern Ireland (Company Number NI649724), and a Charity registered with the Charity Commission for Northern Ireland (Charity Number NIC106791) having its registered office at The Pavilion, Stormont Estate, Upper Newtownards Road, Belfast, BT4 3TA, Northern Ireland.

Job Description and Person Specification

- Manage the talent pathway system ensuring consistent contribution towards the goal of developing Irish international cricketers at every level.
- Establish relationships with stakeholders outside of Ireland which offer various opportunities for talented cricketers to broaden their cricket experiences to include but not limited to tours, events, and additional fixtures.
- Establish, implement, monitor, and review individual development plans for relevant players in the talent pathway system to include skills, wellbeing, S&C, and player welfare.
- To regularly review and manage the girl's player tracking system.
- Provide regular feedback to players and parents/guardians.
- To actively scout players across the NCU and liaise with club coaches regarding talent.
- In conjunction with the relevant NCU Staff regularly review the NCU Junior Girls Age Group Coaching Framework which outlines the key stages of player development throughout the NCU Talent Pathway System.
- Oversee the implementation of the NCU women and girl's Coaching Framework within the NCU Talent Pathway System.
- Periodically report to and attend meetings of the NCU Representative Directorate.

Player Development

- To Work with the NCU Domestic Directorate and Women's Committee to ensure structures are in place which aid the development of female players at every level of the game including but not limited to league and cup competitions, school's competitions and entry level game formats.
- Work with the NCU Development team to make sure suitable participation and development initiatives for female cricketers are delivered including but limited to Cricket Ireland programmes Its Wicket and NCU regional school's programmes.
- Assist when required in female participation and development initiatives as required.
- Periodically report to and attend meetings of the Domestic Directorate as required.

Club and School Development

- Work in partnership with the NCU School and Club Engagement Officer to ensure Clubs are developing strong links with local schools which aim to promote the women and girl's game.
- To have overall responsibility for the strategic planning of the delivery within girls post primary schools.
- To Plan and deliver annual Women and Girl's Cricket Forum(s).
- To attend the Domestic Women's Cricket Committee

Administration

- To maintain accurate and up to date records of all women and girl's talent and development programmes, activities, and participants (where applicable).
- Manage the NCU women and girl's Talent Pathway player registration system, working to get all players onto the same system.
- To sit on NCU Senior and Emerging Women's and all junior girl's (U13-U17) selection meetings.
- Assist the Cricket Operations Manager in managing the programme budgets in accordance with NCU procedures.
- Monitor and evaluate programmes in accordance with guidelines and external investors terms and conditions.
- Prepare written and oral reports and presentations as necessary relating to relevant programmes.
- Utilise data and good practice examples to positively promote cricket with/through partners and media outlets.

General

- Assist the Cricket Operations Manager and the wider NCU Staff Team in identifying, preparing, submitting, and reviewing funding applications to source additional investment that will support/compliment the objectives of the Women and Girl's Programme.
- Act as an ambassador/advocate for the NCU's Strategy 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.



Job Description and Person Specification

- Ensure full compliance with safeguarding requirements in accordance with NCU policies and procedures.
- To attend relevant NCU staff meetings and Cricket Ireland Talent and Development Network meetings, as required.
- To attend appropriate meetings as directed by the NCU Chief Executive.
- 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.

Person Specification

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 working in a women & girls pathway
- 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

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 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.

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

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