



# Club Support and Facilities Manager Role Pack







## Introduction

*Dear Applicant,*

*Thank you for your interest in joining Oxfordshire Cricket. I am delighted that you are considering working here. As a member of the workforce, you would play a pivotal role in supporting us to deliver our strategy and ambition to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.*

*We are seeking to appoint an ambitious, inclusive and proactive individual, who will work closely with our workforce and key stakeholders, to lead Oxfordshire Cricket in the next stage of its club support and facility development aimed at growing the game in our local communities and removing barriers to participation.*

*Please take some time to look at our website, <https://www.oxfordshire.cricket>, as this will tell you a lot about us and give you an idea of everything we do.*

*I hope that you might see yourself joining us and helping to make a difference.*

**Nick Pinhol**

**Participation Manager at Oxfordshire Cricket**



## About the Organisation

*At Oxfordshire Cricket our mission is to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.*

### Overview

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first-class game. We work hand in hand with Sussex, our first-class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 7 full-time staff and 4 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girls' sections.

Further information on our us can be found on our website by [clicking here](#).

### History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging its County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high-performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire has been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

### Aims

Our focus will be:

- To make a difference in the local community through the development of inclusive cricket.
- To develop and promote excellence within the game.
- To increase participation by attracting and retaining players, volunteers, officials and coaches into the game.

## Job Description

<b>Job Title:</b>	Club Support and Facilities Manager		
<b>Department/Group:</b>	Participation	<b>Reporting to:</b>	Participation Manager
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	£26-000 -£28-000 depending on experience	<b>Position Type:</b>	Full Time - 37.5hrs a week

### Role Description

#### Aims of the Role

Oxfordshire Cricket's mission is:

**'To develop and protect the future of cricket by making it a sport of choice in Oxfordshire'**

Our vision is to deliver an approach, that will:

- To make a difference in the local community through the development of inclusive cricket
- To develop and promote excellence within the game
- To increase participation by attracting and retaining players

The purpose of this role is to provide a high-quality, proactive, efficient and responsive support service to clubs focussing on club as well as cricket and facility development. The role will play a key part in contributing to the development of clubs and facilities in Oxfordshire helping to grow and protect cricket within Oxfordshire. This role will also work collaboratively with all functions of the organisation including the Performance team within Oxfordshire Cricket.

#### Role and Responsibilities

- **Club Support**
  - Be the main point of contact for Clubs on all aspects of Support, providing high-quality, proactive, and responsive service to clubs
  - Create, manage and distribute up-to-date resources centred around supporting developing clubs which include but are not limited to funding advice, play cricket, club mark, safe hands management systems.
  - Design, Manage and Deliver an annual plan of events and workshops centred around Cricket Development including but not limited to the annual Cricket Development Evening and subject-specific workshops and membership forums
  - Manage the annual Clubmark process, supporting clubs with the accreditation process
  - Support the County Safeguarding Officer with managing the Safe Hands Management System, working with clubs to ensure safeguarding is championed throughout cricket in Oxfordshire. Support the safeguarding team in helping clubs achieve their SHMS responsibilities.
  - Volunteer Reward and Recognition - Managing the Annual Grassroot Awards
- **Facility Development and Investment**
  - Own and Deliver Oxfordshire Cricket's Facility Strategy and Action Plan
  - Manage the annual County Grants Scheme and any additional ECB Grant Schemes



- o Proactively support and upskill Clubs and Schools to improve funding and access to grants. To work with Clubs, Schools and Local Authorities to improve their facilities
- o Support the ECB's agreement with Sport England on Planning issues including statutory consultations, non-statutory consultations and Playing Pitch Strategies. Providing technical expertise to the cricket network, including facility design and business planning, to ensure sustainable investment
- o Establish the Oxfordshire Cricket Groundsperson Association and support its ongoing support to the Oxfordshire Cricket network

#### **EXPERIENCE**

- Facilities management experience - Desirable
- Experience in managing and allocating funding - Desirable
- Evidenced track record of successfully meeting and exceeding targets
- Experience in developing successful relationships across a variety of professional networks

#### **PREFERRED SKILLS**

- Outstanding communication skills, including experience in communicating effectively across varied audiences, both verbally and in writing
- Able to build and maintain good relationships with key stakeholders
- Excellent organisational, planning and project management skills. Able to map out the work stages required and complete them utilising the resources available.
- Ability to interact with employees at all levels of the organisation
- Ability to lead as well as support projects

#### **PERSONAL QUALITIES**

- Outgoing and confident, a 'people person' who enjoys establishing new relationships and understanding different perspectives
- Energy, enthusiasm and self-motivation
- Innovative and dynamic
- A 'hands on' team player
- Displays commitment to the protection and safeguarding of children and young people

#### **Training and Qualifications**

- Driving License
- ECB Enhanced DBS verified
- ECB Safeguarding Young Cricketers
- First Aid certificated - Desirable
- Competence in common IT applications including google drive, spreadsheets, databases, e-mail, and power-point
- ECB Foundation 1 - Desirable

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

#### **Additional Notes**

- Willingness to work occasionally unsocial hours as required. Time in lieu will be offered.
- This role will require an exceptional amount of flexibility from the post holder in terms of hours of work. There will be occasional requirements to work both weekends and evenings. However, Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that there is flexibility with taking time in lieu
- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd

## How to Apply

Please complete and submit the Safer Recruitment Application Form alongside a Covering Letter to Nick Pinhol at [NPinhol@oxoncb.com](mailto:NPinhol@oxoncb.com) by **5pm on Tuesday 4th July**.

## Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application, you will be required to submit a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

## References

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

## Conditional Offer of Appointment

**Any offer to a successful candidate will be conditional upon the following:**

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

## NOTE

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol, Participation Manager, to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to [NPinhol@oxoncb.com](mailto:NPinhol@oxoncb.com)