



# Community Cricket Officer Role Pack

OXFORDSHIRE  
CRICKET





## 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 inspire and motivate people to play cricket by delivering fun, engaging and active sessions across our disability SEND, community and cricket programmes within a wide range of environments.*

*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 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 was 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>	<b>Community Cricket Officer</b>		
<b>Department/Group:</b>	Participation and Hybrid	<b>Reporting to:</b>	Cricket Development Manager
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	£22,000-£24,000 depending on experience	<b>Position Type:</b>	Full Time. 18 month fixed term

## 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 focus will be:

- Promote cricket within schools and communities to attract new participants
- To identify young cricketers in school settings and signpost to local clubs
- To retain young people in the game by offering opportunities and personal development through different aspects of cricket
- To inspire and motivate people to play cricket by delivering fun, engaging and active sessions, leaving a legacy and positive feeling towards the sport.

The aim of this role is to grow the game at every opportunity and promote the long-term success and growth of players, officials and community venues. This role will mostly deliver on the Disability SEND programme, and across the Street Programme. There will also be the requirement to deliver across some of our other programmes which include but are not limited to: Chance to Shine Primary, Women & Girls, Pathway, French Cricket, Half Term Camps, and Skills Camps.

### ROLE AND RESPONSIBILITIES

- **Disability SEND Programme**
  - Deliver engaging cricket sessions to a range of young people with disabilities in SEND settings
  - Train and upskill teachers & group leads to deliver Table Cricket sessions within their school or group (alongside participant delivery)
  - Assist in the organisation and running of a county-wide Table Cricket competition. County competitions must provide a competitive opportunity for active schools and target participants who have limited access to mainstream competitive opportunities
  - Ensure the Oxfordshire Cricket, ECB and Lord Taverners SEND programme connects with the Super 1s programme and other community offers by providing a pathway for engaged participants
  - Develop partnerships to enhance the impact of Lord's Taverners programmes and the wider county disability plan
  - Manage all programme data requirements of the SEND programme and working with the Disability Manager ensure that timely and accurate data is collected and recorded on the Upshot monitoring system
  - Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction
  - Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required and within deadlines.
  - Work closely with cricket clubs to engage with disabled people, and support the Disability Manager in growing Disability Champion Cricket Clubs in Oxfordshire.

- **Community Programmes**
  - Plan, deliver and review all Street sessions across all our projects
  - Ensure all sessions are monitored and accurate data is input into the CTS portal
  - Work with Schools and Community Partners to grow the street programme and create new projects
  - Promote strong links between schools, clubs, local organisations ( such as faith groups, Local Authorities) and national programmes
  - Identify and record examples of best practice for promotional and/or monitoring & evaluation purposes as future funding depends on this data.
  - Complete all administrative tasks associated with the management of any programmes that you are given responsibility for within agreed deadlines/ timelines
  
- **Deliver against key outcomes for any given programme that you may deliver on, which include: -**
  - **Chance to Shine Primary, Secondary and Women & Girls** - Plan, deliver and review cricket sessions, in line with CTS framework, with allocated schools. Build strong relationships with allocated schools to ensure teachers are engaged and actively taking part during the delivery
  - **Pathway Coaching** - Deliver talent development environments, coaching and outstanding player support during the winter and summer programmes to maximize the potential and performance of pathway players.

**The duties and responsibilities relating to this position are typically carried out at varying times of the calendar year. Other duties may be required to be undertaken from time to time as directed by the Cricket Development Manager.**

#### **EXPERIENCE**

- Experience in inspiring young people to take up sport

#### **SKILLS AND ABILITIES**

- Ability to lead and coach in a range of different environments such as schools, communities across any age groups
- Outstanding communication skills, including experience in communicating effectively across varied audiences, both verbally and in writing
- Ability to present and enthuse
- 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 and volunteers at all levels of the organisation

#### **PERSONAL QUALITIES**

- A passion for growing junior cricket and providing a fantastic experience for young people
- Outgoing and confident, a 'people person' who enjoys establishing new relationships and understanding different perspectives
- Energy, enthusiasm and self-motivation
- Innovative and dynamic
- Understand and is committed to the protection and safeguarding of children and young people

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Level 2 Coach
- ECB Enhanced DBS verified
- Safeguarding Young Cricketers and First Aid certificated
- ECBCA member
- Valid full driving license with the ability to travel independently and use of own car
- Excellent communication, organization and planning skills
- Efficient time management and the ability to absorb pressure at peak times of the year

- Ability to work independently or as part of a team
- Ability to monitor and record participation data - Data inputting experience
- Computer literate and proficient in Microsoft word, excel, powerpoint and other programmes

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 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 Zoe Pugh at [zpugh@oxoncb.com](mailto:zpugh@oxoncb.com) by **5pm on Wednesday 2nd of August** -.

### **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.

### **NOTES.**

Potential candidates with queries not already addressed in this job pack might like to contact Zoe Pugh, 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 [zpugh@oxoncb.com](mailto:zpugh@oxoncb.com)