



# Recreational Cricket Coordinator 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 strategic cycle with the purpose to lead, manage and deliver all competitions, as well as provide administrative support to our programmes.*

*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**

**Operations Director**



## 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 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.

### Our 2023 Impact

- 9000+ Unique Participants
- 4400+ Adult Recreational Players
- 3400+ Junior Recreational Players
- Over 2100 National Programmes Players
- Street Projects in Cowley, Banbury and Blackbird Leys
- 350+ Pathway Fixtures
- 1300+ Pathway Coaching Hours

## Job Description

<b>Job Title:</b>	Recreational Cricket Coordinator		
<b>Department/Group:</b>	Recreational	<b>Reporting to:</b>	Club Support and Facilities Manager
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	£15,900 (£26,500 FTE)	<b>Position Type:</b>	22.5 Hrs a Week (Three days 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 focus will be:

- To make a difference to the local community through the development of inclusive cricket
- To provide a high quality and Inclusive competition programme
- To Inspire a new generation of volunteers and leaders through the Future Leaders Academy

The purpose of the role is to manage all Oxfordshire Cricket competitions, while providing administration support to participation and recreational programmes that include the Future Leaders Academy, Courses, and Workshops.

#### Role and Responsibilities

##### Competitions Management

- Lead the overall administration, management, development and delivery of the Oxfordshire Cricket Competitions Programme. Act as the single point of contact for all competition matters and queries, leading on communication with the clubs that take part in the competitions
- Management of the annual competition entry process, supporting clubs with placing entries providing support, guidance and advice. Leading on the creation of division groups and fixture generation across the competitions
- Review the rules in the competitions' handbook, reflecting on previous years with the feedback from representatives of each competition and where appropriate, undertake player surveys. Coordination and delivery of consultation with clubs regarding the future direction of the competitions.
- Management of the competition Play Cricket site and all relevant administration associated. Proactively monitor fixture completion, and use of Play-Cricket. Ensuring all results and where appropriate, scorecards, are uploaded onto Play Cricket
- Lead on the organisation and delivery of the competition finals days and play offs. This includes the organisation, coordination and presentation of trophies, medals and balls for all relevant competitions, liaising with OACO to arrange official appointments, as required.
- Report on income and expenditure of the new structure to all relevant stakeholders
- Act as a first point of contact for Disciplinary complaints and issues that arise, work with the Oxfordshire Cricket Senior Management Team to resolve
- Produce Reports on competitions and activities for various platforms to help showcase the competitions.

## Administration - Programmes Support

- Coordinate the Future Leaders Academy and Young Leaders and volunteer development programme, including venue booking, invitations and workshop schedules
- Complete administrative tasks associated with the management of the Future Leaders Academy, State School Support, recreational and participation programmes including supporting the Oxfordshire Schools Cricket Association.
- Support and assist the workforce with venue bookings and administration support
- Manage databases effectively, taking full responsibility for data protection, including the security of data and personal information in accordance with the data protection policy.
- Engage and effectively communicate with parents, guardians and key stakeholders in a clear, timely and professional manner, providing outstanding information and support.

## EXPERIENCE

- Administrative experience or relevant qualification
- Experience of planning and organising sports competitions and dealing with volunteers
- Experience in the use and management of Play-Cricket

## SKILLS AND ABILITIES

- Excellent organisational, planning and project management skills. Able to map out the work stages required and complete them utilising the resources available. Ability to prioritise and work to deadlines
- Ability to coordinate activity within a busy working environment
- Strong ICT skills, including effective use of Google and Microsoft programmes
- Able to organise and implement administrative systems and procedures
- Proficient database management and ability to record key data
- Ability to take responsibility for specific projects and tasks
- Excellent verbal communication and written communication skills
- Ability to interact with employees at all levels of the organisation
- Ability to lead as well as support projects

## PERSONAL QUALITIES

- A passion for growing junior cricket and providing a fantastic experience for young people
- An Interest in co-ordinating sports related activities
- Understand and is committed to the protection and safeguarding of children and young people
- Confident, 'people person' who enjoys establishing new relationships and understanding different perspectives
- Energy, enthusiasm and self-motivation
- Capacity to learn, adapt and work independently
- A team player

## Qualifications and Education Requirements

- ECB Enhanced DBS verified - Essential
- ECB Safeguarding Young Cricketers - Essential
- First Aid certificated - Essential

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.

## OTHER REQUIREMENTS

- This role will require the individual to be able to travel independently

## Additional Notes

- This role will require flexibility from the role holder in terms of hours of work. There will be requirements to work both weekends and evenings. However, Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that the role holder has appropriate time off during their week.
- 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 to Keith Cowley at [KCowley@oxoncb.com](mailto:KCowley@oxoncb.com) by **5pm on 26th September 2024**.

**Interviews will be held on the week beginning 7th October 2024**

### **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 Keith Cowley, Club Support and Facilities 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 [KCowley@oxoncb.com](mailto:KCowley@oxoncb.com)