



CRICKET OPERATIONS EXECUTIVE – PATHWAY AND PERFORMANCE

Job Title:	Cricket Operations Executive – Pathway and Performance	Location:	NCU Offices, Stormont Estate, Belfast
Level / Salary Range:	£24k per annum	Position Type:	Full-time (40 hours per week)

Job Description

PURPOSE OF POSITION

The primary objective of the Cricket Operations Executive – Pathway and Performance role is to take forward the implementation of the Provincial Union's Operations and the effective and efficient implementation of the Union's day-to-day business in respect of talent pathway and representative performance programmes. The role will assist the delivery of key objectives contained within the Northern Cricket Union Strategic Plan, particularly in relation to the smooth running of the organisation's talent pathway and representative performance programme operations and satisfy compliance procedures and protocols as laid down by the Northern Cricket Union (NCU), relevant funding bodies and Cricket Ireland (CI).

Role and Responsibilities

TALENT PATHWAY PROGRAMMES

- Oversee the planning and delivery of the NCU talent pathway development programmes across all age groups for boys and girls (winter and summer player pathway programmes)
- Provide team administration support to NCU talent pathway development squads (Male and Female) where required during match and tour programmes
- Oversee the planning and delivery of the Andrew White Academy (Boys) and Ulster University Academy (Girls) programmes (winter and summer programmes)
- Support other NCU staff with the identification and development of suitable coaches to deliver the regional development programmes across all age groups – contributing to the development of a sustainable coaching system and coach succession planning programme.
- Lead communications and feedback with all players and parents on all matters relating to talent pathway programmes.

- Liaise with clubs and other facility providers on all facility requirements relating to talent pathway programmes.
- Co-ordinate equipment requirements, including playing and training kit requirements, for all talent pathway programmes.

PERFORMANCE PROGRAMMES

- Oversee the planning and delivery of the NCU Performance programmes for Northern Knights, Emerging Knights and Women's programmes (winter and summer programmes)
- Provide team administration support to the Men's Northern Knights and Emerging Knights Programmes during matches and tours
- Provide team administration support to the Women's Northern Knights Programmes during matches and tours
- Provide cricket operations match day and event support at Northern Knights matches (male and female) and Emerging Knights matches, which may also include travel outside NI.
- Support the identification and recruitment of selectors, coaches, and support staff, with the capability to deliver targets as set by the Board.
- Support Programmes - Undertake relevant research projects that will assist the Provincial Union to develop leading edge high performance programmes and/or improve the delivery of programmes.

INTERNATIONAL CRICKET PROGRAMMES & EVENTS

- Provide cricket operations support for Ireland international events / matches where these are hosted in the NCU region
- Work alongside other Provincial Unions and Cricket Ireland staff to support the successful implementation of national events and activities, where required.

General Responsibilities –

ADMINISTRATION

- Provide administrative oversight/support to NCU Representative Cricket Directorate
- To maintain accurate and up to date records of all programmes, activities, and participants (where applicable)
- Provide input to NCU budget planning and management accounts for relevant programmes and activities
- Work closely with a wide variety of key stakeholders including players, clubs, committees, sections, Provincial Unions, Cricket Ireland, as well as other relevant organisations
- Prepare written and oral reports and presentations as necessary relating to relevant projects.

GENERAL

- Act as an ambassador/advocate for the NCU's Strategic Plan 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 NCU policies and procedures
- To attend relevant NCU staff meetings, CI meetings and other relevant network meetings, as required.
- To attend appropriate meetings as directed by the NCU General 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.

SKILL & EXPERIENCE REQUIREMENTS

ESSENTIAL SKILLS

- 2+ years' experience in a similar cricket or sporting role.
- Must be prepared to work 'unsocial hours', including out of office hours and on weekends / bank- holidays.
- Demonstrates a high level of planning and communication skills and able to project plan events and people.
- Demonstrates highly effective communication skills that meet the key stakeholders' individual needs.
- Demonstrates an understanding of financial recording/ reporting.
- Able to effectively deliver upon multiple projects
- Demonstrable working proficiency of Microsoft software (Office, Word, Excel & PowerPoint)
- A thorough knowledge and interest in cricket, particularly talent pathway and performance operations, is recommended for this role.
- Access to suitable transport to meet the needs of the post.

VETTING

The Northern Cricket Union is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. These roles involve work with young people and as part of the application process; the Northern Cricket Union will request a disclosure in relation to any successful applicants via an Enhanced Access NI check. Clearance through this system is required, however, applicants should be aware that a criminal record will not necessarily be a bar to obtaining a position.

APPLICATION PROCESS

Shortlisting will be undertaken using only the information that 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.

Completed applications should be sent to NCU General Secretary, Bryan Milford:

Email: bryan.milford@ncucricket.org or

Mail: FAO - Bryan Milford, NCU General Secretary, 181 Belvoir Drive, Belfast BT8 7DS. Please mark the subject of your email/mail "**Cricket Operations Executive – Pathway and Performance**"

The closing date for applications is **12:00 midday on Monday 6th September**; subsequent interviews for the role will then take place in late September 2021.

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