

## **Job Description**

**Post Title:** East Renfrewshire Cricket Club - Part Time Development Officer (self-employed, hours of work are dictated by the work programme set out)

**Grade/Contract Value:** £10K/Annum Pro-Rata (Part Time).

**Location:** Primary schools and Secondary schools within East Renfrewshire area and East Renfrewshire Cricket Club.

**Reports To:** President of the Junior Section of East Renfrewshire Cricket Club.

**Principle Purpose and Objectives:** To provide quality cricket coaching to young people within East Renfrewshire ensuring links are formed between local schools and East Renfrewshire Cricket Club, and to aid the transition between school and the Club resulting in additional young people joining the Club.

### **Main Duties**

1. To organise and deliver coaching sessions in schools within East Renfrewshire.
2. To link school activity to East Renfrewshire Cricket Club in partnership with the East Renfrewshire Active Schools team.
3. Organise and manage East Renfrewshire Cricket Club Junior Section with a specific remit to boost the level of activity at all age groups, especially the Under 10 Kwik Cricket.
4. Build effective relationships with all key stakeholders at all levels.
5. To help develop and sustain a player development pathway in line with Cricket Scotland's strategic plan and monitor and evaluate all programmes.

### **Responsibilities**

1. Deliver Kwik Cricket and any other programmes that are deemed appropriate by East Renfrewshire Cricket Club.
2. To provide monthly progress reports to the East Renfrewshire Cricket Club Junior Section President.
3. Any other duties as appropriate to the post.

### **Communications**

**Internal:** East Renfrewshire Cricket Club Junior Section President and appointed Coaches.

**External:** Active Schools network, Cricket Scotland, Local Authority Sports Development Officers, other funding agencies and youth groups.

### **Demands**

- Self-motivated
- Enthusiastic
- Good communication skills
- Good organisation skills

### **Working Environment**

Flexibility is essential - evening and weekend work may be required as part of the post. Must be able to travel throughout East Renfrewshire to fulfil the duties of the post.

### **Knowledge, Skills and Experience**

- Knowledge of Cricket Scotland's Development Priorities.
- Experience of coaching
- Relevant coaching qualification UKCC Level 2.

### **Attributes**

- Honest
- Hard-working
- Reliable
- Driven
- Fun-loving
- Adaptable

## Person Specification

**Post Title:** (hours of work are dictated by the work programme set out) East Renfrewshire Cricket Club Cricket Part Time Development Officer (self-employed).

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Coaching Qualification	A cricket coaching qualification (UKCC Level 2 minimum), PVG Scheme Membership essential	UKCC Level 2.5	A,D
Coaching Experience and ability to deliver a quality session	Minimum of one year's coaching in a junior environment	Experience of coaching within Schools	A,I, PCD
Transport	Ability to travel throughout East Renfrewshire to meet the requirements of the role if needed by public transport	Access to a car for the purposes of the post	A,I
Club Development	Experience of coaching in a Club environment and knowledge of the issues facing junior clubs and convenors including TOP Club and Coach Education	Experience as junior club convenor / coordinator.	A,I
Communication Skills	Ability to communicate effectively with young people		A,I, PCD
Working Environment	Ability to work evenings and weekends if required		A,I

### **Evidence**

**A** - Application Form

**D** - Documentary Evidence

**I** - Interview

**PCD** - Practical Coaching Demo

**Reply to** - East Renfrewshire Cricket Club, Junior President, Ammar Ashraf at [ammar40ashraf@hotmail.com](mailto:ammar40ashraf@hotmail.com)