



**CRICKET
IRELAND**



Participation Programmes Co-Ordinator
Candidate Brief

BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly bright given the growth of the sport driven by significant success on the international stage in the last decade leading to unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

POST TITLE

Participation Programmes Co-Ordinator

ROLE AND PURPOSE OF THE POSITION

The Cricket Ireland Participation Programme Co-Ordinator will be responsible for the co-ordination and roll out of Cricket Ireland's participation programmes and will support the Participation department on projects aimed at meeting the strategic priorities for cricket in Ireland, together with providing any associated administrative support across the Participation team, specifically Safeguarding, Coach Education and National Development.

REPORTING TO:

Participation Director

WORKING RELATIONSHIPS

- Coach Development Manager
- Safeguarding Officer
- Provincial Union Game Development & Operations staff
- Commercial Department
- Communications Department
- Cricket Operations Manager
- Grassroots Cricket Committee
- All affiliated Clubs
- Sport Northern Ireland
- Sport Ireland
- Local Sports Partnerships

ESSENTIAL CRITERIA

- A relevant qualification or at least one years' work experience in a similar position
- Proven experience in delivering customer support
- An understanding of community sport
- A background in coordinating and managing projects
- Administration experience
- A demonstrable record of achieving results through others

KEY QUALITIES

- Strong organisational skills incorporating excellent attention to detail
- Must be highly organised and able to work under pressure, with the ability to multi-task
- Excellent time management skills are required with the ability to work on one's own and as part of team
- The facility to work flexible hours, as dictated by a sport which is largely leisure /volunteer based would be an advantage
- Demonstrable working knowledge of Microsoft IT and software packages including Office, Word, Excel and PowerPoint
- Full clean driving license

KEY RESPONSIBILITIES

- Support the roll out of all national programmes & initiatives (for schools, junior development, culture and inclusion, coach education etc.)
- Provide direct customer support to key stakeholders in relation to all programmes
- Support the Coach Development Manager and Club Development & Safeguarding Officer with the development of resources.
- Support the Safeguarding Officer with the administration of online vetting process
- Support the roll out of any national online / digital initiatives
- Support on the national census collection of Player and Volunteer numbers via national registration system or through another mechanism
- Support the operation functions of All-Ireland junior competitions

- Support the delivery of the senior All-Ireland club competitions and, in conjunction with the Events department, deliver National Club Finals days
- Support in the implementation of new pathways for female cricketers from junior through to youth representative
- Develop strong working relationships with Provincial Unions and Clubs and act as a Cricket Ireland champion at all times
- Any other tasks relevant to the role

Candidates should note that this list is not an exhaustive list and is subject to change as the job requires.

REMUNERATION AND ROLE LOCATION

- This is an **entry level position**, salary will be commensurate with qualifications and related experience
- Position tenure: 18 month contract
- Position location: Cricket Ireland Head Office, Unit 15c Kinsealy Business Park, Dublin 17
- Annual leave: 26 days

PROCESS

- Closing date for applications will be **mid-day 25th January 2021**
- Letters of application and full CV should be sent by email to **recruitment@cricketireland.ie** (Reference: Participation Programme Co-Ordinator)
- Interviews will be held on **Wednesday 3rd February 2021**