  

**Club Development Officers**

**12 month fixed-term contract**

**Full-time and part-time considered - £10.65 p.h.**

The Nottinghamshire Cricket Board (NCB) is looking to recruit a number

of dynamic and enthusiastic Club Development Officers to deliver its Club Strategy.

Operating closely with clubs who have been identified as being a priority within

the county, the officers will provide support and guidance across all areas

of recreational cricket at delivery level, enabling the Cricket Development Officer (Teams and Leagues) to assist clubs needing more strategic support.

Successful candidates will be passionate about the development of cricket in Nottinghamshire and will work closely with a range of clubs as well as assisting local leagues, to identify needs and provide solutions using NCB/ECB resources and products.

Working collaboratively with the Community & Development team based at Trent Bridge, applicants will need to show initiative and have strong organisational and IT skills. As well as being a self-starter and innovative, they will need to have a flexible approach and be available to work evenings and weekends on a structured basis.

A full driving licence and access to a vehicle will be a requirement of the post. Previous experience of working in a customer-facing environment will be a distinct advantage.

**If you would like to join us at Trent Bridge please contact**

**the Business Support Manager on 0115 982 3000**

**for an application form, role profile and person specification.**

**Details can also be downloaded from the Club’s website at** [**www.nottsccc.co.uk**](http://www.nottsccc.co.uk)

**Please send your completed application form,**

**together with your covering letter and CV to:**

**The Business Support Manager**

**Nottinghamshire County Cricket Club Limited**

**Trent Bridge**

**Nottingham NG2 6AG**

Closing date for receipt of applications is Tuesday 2nd January 2018 at 5:00pm

Interviews will be held on Thursday 11th and Friday 12th January 2018

We welcome applications from all sections of the community

No agencies please

**For an informal chat please contact: Josh Scully on 0115 982 3000 ext 346, or email** [**josh.scully@nottsccc.co.uk**](mailto:josh.scully@nottsccc.co.uk)

NOTTINGHAMSHIRE CRICKET BOARD

ROLE PROFILE

**CLUB DEVELOPMENT OFFICER**

**RESPONSIBLE TO:** Cricket Development Officer (Teams and Leagues)

**RELEVANT GENERAL OBJECTIVES**

* Support the development of the recreational game in Nottinghamshire.
* Ensure that clubs and leagues are integrated in our activities.
* Protect and enhance the Trent Bridge brand.
* Commit to an open, challenging culture where outstanding performance is the norm.

# SPECIFIC ROLE PROFILE

The Club Development Officer will work closely with clubs and leagues, offering support and guidance across all areas of recreational cricket. The officer will work collaboratively with the Community & Development team, ensuring clubs have access to and actively utilise resources provided by the Nottinghamshire Cricket Board (NCB). The officer will work at a delivery level with the clubs, allowing the Cricket Development Officer (Teams and Leagues) to identify and address the clubs that need more strategic support.

**Club Insight**

* Develop and maintain a club assessment and risk profile.
* Gather club data to help inform the NCB to:
* Tailor and deliver training courses to clubs’ needs (e.g. Safe Hands, Safeguarding and Protecting Children (SPC), First Aid and Coach Education, etc).
* Support, train and recruit volunteers within clubs (e.g. groundsman, treasurer, Safeguarding etc).
* Identify opportunities for delivery of ECB/NCB initiatives.
* Identify key people within clubs to send targeted club information.
* Identify high priority clubs who require immediate support.
* Identify clubs who aspire to develop facilities and signpost to strategic lead CDO (Teams and Leagues).

**Club and League Development**

* Support clubs to sign up to the Clubmark portal to ease transition to Clubmark accreditation.
* Identify clubs’ needs and signpost to appropriate NCB/ECB initiatives (CricketForce, CricketFest, OSCAs, AllStars Cricket, Small Grants Scheme, Chance to Shine and Women’s Softball Festivals).
* Support clubs to update and develop existing club documents (including development plans, policies and procedures).
* Represent the NCB on league committees to improve communication.
* Meet with club committees and members to build relationships.

**Clubmark**

* Support existing and new clubs through the Clubmark accreditation process.
* Provide ongoing support through the Clubmark process.
* Carry out site visits to sign off club accreditations.
* Maintain, update and manage the online Clubmark system.

**Administration**

* Create and keep updated club profiles.
* Maintain, update and manage the online Clubmark system.
* Meet regularly with CDO (Teams and Leagues) to update on progress with clubs and monitor outcomes.
* Communicate regularly with clubs.
* Ensure all agreed actions with clubs are followed up and completed.
* Document activity using NCB social media platforms to raise the profile of clubs.
* Manage administrative systems linked with NCB/ECB products.
* Any other duties laid down from time-to-time consistent with the grading of the post.

**KEY PERFORMANCE INDICATORS (Year 1)**

* Club risk assessment and evaluation completed for all clubs.
* All clubs to retain Clubmark status (annual health check and reaccreditation).
* 50% of Clubmark expression of interest to achieve accreditation.
* 100% of allocated clubs to sign up to the Clubmark portal.
* A minimum 10% increase in take up of all NCB/ECB initiatives.
* Identify two new and relevant clubs to adopt a girls’/women’s offer.
* Identify two new and relevant clubs to adopt a disability offer.
* A minimum of two face-to-face visits on allocated clubs.
* Communication to all clubs to introduce new roles.
* Run a minimum of two Clubmark courses (Safe Hands, SPC and First Aid).
* A minimum 25% of new people attending officiating and coaching courses.
* Support the writing of a Facilities Strategy and a capital infrastructure priority list.

**NOTTINGHAMSHIRE CRICKET BOARD**

**PERSON SPECIFICATION**

**CLUB DEVELOPMENT OFFICER**

**Department: Community & Development**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | Experience of working in a customer facing environment. | Experience of working within a Sports Development environment.  Experience of working within the recreational sport sector.  Experience of applying for and securing grant funding. |
| **Knowledge** | Understanding of ECB’s Cricket Unleashed Strategy.  Knowledge of voluntary sector sport and key drivers for participation. | Knowledge of Capital Sports Grants, Section 106 & Asset transfers.  Understanding the needs of the cricketing customer.  A knowledge and understanding of recreational sport. |
| **Skills** | Excellent communication and interpersonal skills both written and verbal.  Strong administration skills and competent use of IT systems including: Word, Excel and Outlook.  Able to learn and obtain new knowledge around working initiatives.  Able to meet agreed targets and deadlines.  Able to write reports and present data.  Strong project management and implementation skills. | Able to work with challenging groups and organisations and effect positive change.  Able to Influence and sell products to benefit clubs. |
| **Qualifications** | Good standard of secondary education. |  |
| **Qualities & Attitude** | Willingness to provide new ideas and suggestions.  Able to work within a team and build strong working relationships with team members and partners at all levels.  Able to work under pressure with minimal supervision.  Able to work outside normal office hours when necessary  Able to follow policies and procedures. |  |
| **Other** | Able to seek out and respond positively to development opportunities as they arise, supporting and sharing learning with others.  Holder of a full driving licence and access to a vehicle.  The post will be subject to an enhanced DBS check. |  |



**NOTTINGHAMSHIRE CRICKET BOARD**

# EMPLOYMENT APPLICATION FORM

The information requested in this form is important in assessing your application. Please complete accurately and in full, using BLACK INK. Please read any information enclosed with this form before completing your application.

POSITION APPLIED FOR: **…………………………………………………………………………**

**From what source did you learn about this position……………………………………………….**

**SURNAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORENAMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONTACT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## MOST RECENT EMPLOYER

**Name & address of most recent employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date started: \_\_\_\_\_\_\_ Date left: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if applicable)**

**Reason for leaving (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many employees do you manage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of hours worked per week: \_\_\_\_\_\_\_\_**

**Period of Notice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How soon could you be available to join us, if offered this position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Previous employment (please start with the most recent first. Please include any temporary,

unpaid or work experience). Please continue on a separate sheet if required.

### From Month/Yr To Month/Yr Employer Name & Address Job Title & Duties Wage/Salary Reason for Leaving

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##### Attendance at Training Courses relevant to your employment

**Course Title Organising Body Duration Date**

##### Education – proof of qualifications may be requested at interview

### Date Date Schools, Colleges attended Qualifications gained or pending

**From To (including Part-Time) Please state subject, level & grade**

**Please give details of any dates when you would not be able to attend for an interview:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please use this space to demonstrate how you meet the specific requirements of the position you have applied for.**

**It is recommended that you use the details from the Role Profile and Person Specification to help you organise your information.**

**You should draw on your knowledge, skills and experience gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary work.**

**Please continue on separate A4 sheets, if required.**

**REFERENCES:**

**Please give the names of two referees who may be contacted in respect of your application. The first should be from your current/last employer (or Head Teacher if you are a school leaver). The second should be from a previous employer (or a person you have worked for in a voluntary/unpaid capacity, or a teacher if you have no employment history).**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

### Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**May we contact prior to interview: Yes/No (please delete as appropriate)**

##### DECLARATION

**I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and confirm that I am eligible to work in the UK.**

**I confirm that I have no previous convictions for any criminal matters that require declaration under the Rehabilitation of Offenders Act 1974.**

**I accept that should I not have provided full and accurate information, it could result in me not being appointed, an offer of employment being withdrawn or disciplinary action being taken against me.**

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Thank you for completing this application form***

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| **EQUAL OPPORTUNITIES MONITORING FORM** | | | | | | | | | | | | | | | | | | | | | | | |  |
| Please return this form with your application. It will not be used to shortlist candidates for interview and will not be viewed by the Recruitment Panel. | | | | | | | | | | | | | | | | | | | | | | | | |
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| Nottinghamshire County Cricket Club will aspire to be an equal opportunities employer and to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic national origins, marital status, disability, sexual orientation, age, trade union activity or religious belief. | | | | | | | | | | | | | | | | | | | | | | | | |
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| To ensure that discrimination does not take place during the recruitment process, the Club will keep statistics for all applicants on their ethnic background, age, sex, and whether they have any disabilities. | | | | | | | | | | | | | | | | | | | | | | | | |
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| All personal information supplied will be used solely for the purposes stated on this form. No information will be passed on to others or used for purposes other than statistical purposes. Nottinghamshire County Cricket Club is registered under the Data Protection Act. | | | | | | | | | | | | | | | | | | | | | | | | |
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| We would be grateful, therefore, if you would complete the form below. | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |
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| **Post applied for:** | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Where did you see this vacancy:** | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **GENDER:** | | |  | Male | |  |  |  | Female | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **AGE:** | |  | 16-17 | |  | 18-25 | |  | 26-35 | |  | 36-45 | |  | 46-55 | |  | 56-64 | |  | 65+ | |  |  |
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| **ETHNICITY:** | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **WHITE** | | |  |  |  |  |  | **MIXED (DUAL HERITAGE)** | | | | | | | |  | **ASIAN or ASIAN BRITISH** | | | | | | |  |
| British | |  |  |  |  |  |  | White & Black Caribbean | | | | | | |  |  | Indian | |  |  |  |  |  |  |
| Irish | |  |  |  |  |  |  | White & Black African | | | | | |  |  |  | Pakistani | | |  |  |  |  |  |
| Gypsy/Romany | | | | |  |  |  | White & Asian | | | |  |  |  |  |  | Bangladeshi | | | |  |  |  |  |
| Other White | | | |  |  |  |  | Other Mixed | | | |  |  |  |  |  | Other Asian | | | |  |  |  |  |
| Please specify | | | |  |  |  |  | Please specify | | | |  |  |  |  |  | Please specify | | | |  |  |  |  |
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| **BLACK or BLACK BRITISH** | | | | | | |  | **OTHER ETHNIC GROUP** | | | | | | |  |  |  |  |  |  |  |  |  |  |
| Caribbean | | |  |  |  |  |  | Chinese | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| African | | |  |  |  |  |  | Other Ethnic Group | | | | | |  |  |  |  |  |  |  |  |  |  |  |
| Other Black | | | |  |  |  |  | Please specify | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Please specify | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Are you disabled?** | | | | | | YES | |  |  |  |  | NO | |  |  |  |  |  |  |  |  |  |  |  |
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| **If so, are you a registered disabled person?** | | | | | | | | | | | |  |  | YES | |  |  |  |  | NO | |  |  |  |
| **DECLARATION:** | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| I consent to the collection, storage and use of my gender, age, ethnicity and disability details. I understand that these details will not be used as part of the selection process. I understand that any of these details will only involve producing anonymous statistics to monitor the effectiveness of Nottinghamshire County Cricket Club's recruitment process. | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Signed** | | |  |  |  |  |  |  |  |  |  |  |  | **Date** | |  |  |  |  |  |  |  |  |  |
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| If you are applying on-line and are subsequently the successful candidate, you will be required to sign a printed copy of the Equal Opportunities Monitoring Form | | | | | | | | | | | | | | | | | | | | | | | | |