  

**Cricket Development Officer – Disability (Super 1’s)**

**12 month fixed-term contract**

Nottinghamshire Cricket Board, in partnership with the Lord’s Taverners, wish to appoint a Disability Development Officer to deliver the new and exciting Super 1’s programme across Nottinghamshire. The officer will provide community based cricketing opportunities, both competitive and coaching, for young people with disabilities. The Development Officer will use the power of cricket as a tool for change; increasing confidence, communication, leadership and independence in the participants.

This new and exciting role seeks an energetic and enthusiastic individual who has a passion for supporting and developing young people, and working with multiple partners and organisations. The role combines coaching and development work and will be responsible for engaging young disabled people across Nottinghamshire into becoming active members of new community based Super 1’s disability cricket hubs. These hubs will engage in a programme wide competition and provide a sense of belonging and community amongst its participants. Using cricket as a tool for engagement, these community hubs will provide personal development opportunities to young disabled people through Sports Leaders, informal learning and other cricketing and non-cricketing opportunities.

You will find full details in the Role Profile and Person Specification below.

**For an informal chat please contact:**

**Mandy Wright or Graham Redfern on 0115 9823000,**

[**mandy.wright@nottsccc.co.uk**](mailto:mandy.wright@nottsccc.co.uk)[**graham.redfern@nottsccc.co.uk**](mailto:graham.redfern@nottsccc.co.uk)

**Please send your completed Application Form to:**

**The Business Support Manager**

**Nottinghamshire County Cricket Club,**

**Trent Bridge, Nottingham NG2 6AG**

**Or email** [**recruitment@nottsccc.co.uk**](mailto:recruitment@nottsccc.co.uk)

**Deadline for applications is 5pm on Friday 1st March 2019**

**Interviews will take place at Trent Bridge, Nottingham on Friday 8th March 2019**

Applicants must be eligible to work in the UK

No agencies please



**NOTTINGHAMSHIRE COUNTY CRICKET CLUB**

**ROLE PROFILE**

**Job Title: Cricket Development Officer – Disability (Super 1’s)**

**Reporting to: Community & Development Manager**

**1. RELEVANT GENERAL OBJECTIVES**

**(Source: 2011-2015 Strategic Plan)**

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

**2. SPECIFIC ROLE PROFILE**

The focus of this role is to deliver the aims and outcomes of the Super 1’s programme which are:

* Create community led disability cricket hub environments, that operate all year round, and that offer both participation and competitive opportunities
* Develop initiatives that increase confidence, communication, leadership and independence. Ensure participants personal growth can develop beyond cricket

The needs of this role are:

* Plan, deliver and review the Super 1’s disability community hubs that are aligned to the needs of the local people
* Successfully engage young disabled people aged 12-25 years old into a community based hub
* Deliver a year-round cricket programme that is diverse, inclusive and is open to young people with a disability from the community
* Develop cricket opportunities for all players of all standards (coaching, tournaments, teams or casual play)
* Deliver a year-round competition that engage all disability community hubs in a minimum of four competition days and a final
* Create a sustainable pathway for higher ability players through increased Super 9’s and County squad provision
* Develop partnerships with external organisations and stakeholders resulting in an enhancement of the cricket development plan
* Manage and run monitoring and evaluation of the programme through the provided online system
* Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction
* Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required
* Work closely with existing cricket clubs to engage with disabled people where possible
* Support the development of the wider pool of volunteers and sports coaches by mentoring and / or signposting for opportunities both formally and informally
* Ensure the branding and identity of the programme within delivery
* Organise and deliver launch events to raise awareness of the programme
* Increase awareness of the Super 1’s programme locally
* Work closely with all other aspects of Nottinghamshire Cricket Board

The successful post holder will be:

* Committed to improving the lives of young people
* Committed to their own personal professional development and play an active role in the professional development of your colleagues
* Represent the Lord’s Taverners and Nottinghamshire Cricket Board in a positive and professional manner at all times
* Ensure the health, safety and welfare of yourself, participants and others at all times
* Conduct sessions in accordance with the appropriate ECB guidelines and good practice
* Take part in other activities as and when required
* Perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users

This job description outlines the principle accountabilities/main duties relating to this post and does not describe in detail all of the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Nottinghamshire Cricket Board**.**

**3. KEY PERFORMANCE INDICATORS (Year One)**

* To establish four Community Hubs geographically spread across Nottinghamshire
* Deliver four tasters sessions to promote each of the community hubs
* Deliver 39 weeks of one hour sessions at each community hub site
* Recruit and retain a minimum of 10 participants at each community hub site
* Provide five days of holiday provision for each community hub site
* Provide a minimum of one competitive opportunity for each community hub site that leads into a county final
* Run a SLUK Young Leaders Course targeting a minimum of five participants at each community hub and actively engage them in the sessions as leaders
* Deliver one Lifestyle workshop to each community hub site to all participants

**PERSON SPECIFICATION**

**CRICKET DEVELOPMENT OFFICER – DISABILITY (SUPER 1’S)**

**Department: Community & Development**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Experience** | * Experience of working with people with disabilities * Experience of delivering community development programmes * Experience of working within Sports Development with recreational sports clubs and the enthusing of volunteers * Experience of partnership working and the ability to create strong and sustainable links * Experience of working in both school and community settings | * Experience of managing a cricket coaching programme * Experience of working with inactive people in recreational sport and/or physical activity sessions * Experience of mentoring, supporting and encouraging volunteers * Experience of monitoring and evaluating the impact of sessions and programmes * Experience of working on cricket specific projects * Experience of teaching/coaching children of all ages |
| **Knowledge** | * Understanding of disability | * Understanding and experience of a variety of Cricket Development programmes |
| **Skills** | * Good project management skills and ability to prioritise and work to deadlines * Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people * Effective communicator and the ability to engage with people of all levels * Excellent leadership skills * Excellent administrative skills and evidence of project work * Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes |  |
| **Qualifications** | * Experience as a cricket coach to ECB level 2 or UKCC2 in another sport (or overseas equivalent) or to achieve within a short period of time. * Child protection trained or, commitment to achieving this within a short period of time * First Aid trained or, a commitment to achieving this within a short period of time | * British Sign Language * Makaton user |
| **Qualities & Attitude** | * High levels of energy and enthusiasm and the desire to succeed * The ability to develop and implement high quality, varied and creative activity/cricket sessions * Ability to work independently and as part of a team |  |
| **Other** | * Ability to travel independently between sites (Full and valid driving licence) * Willingness to work ‘unsocial’ hours, including evenings and weekends * The post will be subject to an enhanced ECB DBS check |  |



**NOTTINGHAMSHIRE COUNTY CRICKET CLUB**

# 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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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 To Employer Name Job Title & Duties Wage/Salary Reason for

#### Month/Yr Month/Yr & Address Leaving

##### 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**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 | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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 | | | | | | | | | | | | | | | | | | | | | | | | |