



CANDIDATE BRIEF

.....

CHANCE TO SHINE OFFICER

APRIL 2026





AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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Trent Bridge Community Trust is seeking a highly motivated, energetic, experienced, and organised individual who is passionate about sharing the power of cricket with young people and inspiring them to say “cricket is a game for me”.

You will work with a range of schools, community groups and charities to manage and coordinate the Chance to Shine Schools and Street Programmes in Nottinghamshire, ensuring that our reach in schools and communities is countywide.

To be successful in this role you will need to show initiative, have strong organisational and IT skills, and communicate effectively with primary and secondary schools. You must also have a culture of working collaboratively with colleagues and partners to engage schools and communities to support delivery for young people.

You will be responsible for a small team, including the Chance to Shine & Community Coaches, Festivals & Competitions Coach and casual coaches to ensure delivery of the programmes, providing the necessary support and resources, so time management, organisational and people skills are essential.

If you're passionate, creative, and ready to roll up your sleeves, we'd love to have you on board.

In addition, the successful candidate will be required to undergo enhanced disclosure checks with the Disclosure and Barring Service

TRENT BRIDGE COMMUNITY TRUST

ROLE PROFILE

CHANCE TO SHINE OFFICER

Job Title: Chance to Shine Officer
Reporting to: Deputy Head of Trent Bridge Community Trust
Responsible for: Chance to Shine & Community Coaches and Festivals & Competitions Coach
Salary: £26,000 per annum

1. RELEVANT GENERAL OBJECTIVES

- Invest in Trent Bridge so that it retains its Test Match status and is seen as a year round entertainment destination and as a hub for cricket in Nottinghamshire.
- Create a culture of winning teams that provides sustained success for Nottinghamshire and England.
- Drive participation growth and positive change by taking projects and programmes into communities throughout Nottinghamshire.
- Maintain the club as a financially and commercially sustainable organisation at the heart of our community.
- Innovating across all departments to create success through delivering the best playing, partner, member and supporter experiences in cricket
- Attracting, inspiring and retaining the best people by creating a playing and working environment that is enjoyable, challenging and fulfilling

2. SPECIFIC ROLE PROFILE

COORDINATION

The Chance to Shine Officer encompasses 2/3 days of coordination and administration alongside 2/3 days of schools coaching as required across the course of the academic year.

You will manage and coordinate the Chance to Shine Schools and Street Programmes in Nottinghamshire ensuring the sustainability of all delivery partner relationships as well as compiling

interim and annual reports for Schools and Street programmes, making sure they are submitted in a timely manner.

You will identify target schools for delivery based on Chance to Shine criteria and manage all bookings for yourself and the Chance to Shine & community Coaches. In addition, you will be responsible for the day-to-day deployment of the Chance to Shine & Community Coaches, Festivals & Competitions Coach and casual coaches to ensure delivery of the programmes, providing the necessary support and resources.

You will, with the support of the Deputy Head of Trent Bridge Community Trust, coordinate, submit and present the annual plans/financial reviews for Street and Schools to Chance to Shine.

DELIVERY

As part of your role you will be responsible for inductions with teachers to create bespoke outcomes for each school, while encouraging teachers to sign up to and access the Chance to Shine online portal that forms part of the Chance to Shine programme. You will be expected to encourage and support teachers to be actively involved in the six-week Whole School Programme/Engagement Days with a variety of delivery elements.

In addition, you will be expected to organise informal training opportunities for teachers and encourage schools to take part in competitive opportunities. You will work alongside the Club & League Officers, Women & Girls Officers and Young People Officer to establish links with local offers outside the school setting.

You will also oversee the development, staffing and delivery of Chance to Shine Street, ensuring delivery against the outcomes as set out in the plan.

LINE MANAGEMENT RESPONSIBILITY

You will be responsible for the line management of the Chance to Shine & Community Coaches and Festivals & Competitions Coach, undertaking quarter reviews and annual appraisals.

Whole School Programmes

- **Induction** - Enrol targeted schools and create a working relationship with schools using the programme to help contribute to improving school priorities and impacting on the Recreational Countywide Plan.
- **Assemblies (Inspire)** - Inspire children and teachers to be excited by the sport through whole school assemblies and taster sessions, introducing cricket and the values of the game alongside examples of local transition opportunities, e.g. Junior Outlaws, ASC, Dynamos.
- **Play & Compete** - Deliver a half term programme of curriculum time cricket sessions, competition and teacher training. Ensuring sessions are fun, inclusive and support physical literacy to support whole child development. This should not only help children to develop their cricket skills but also to develop confidence, respect, communication and teamwork skills. Allowing children to achieve their personal best and build resilience. The final week of delivery will be a competitive competition amongst each class.

- **Pathway** - Actively support the transition of young people from schools to club and community offers, working alongside Club & League Officers and Young People Officer to ensure a partnership is formed with the local club. Run taster sessions and school gate engagements with parents to promote local community offers.
- **Lead-** Informally train teachers and build their confidence to continue with cricket after the programme finishes. Utilising the CTS Schools Portal with lesson plans and instructional videos for all teachers who would like to play or learn through cricket with their pupils. Signpost teachers and schools wanting to do formal training to the Coach Development Officer.
- **Impact and Evaluation** – Encourage schools to complete qualitative and quantitative impact focused case studies highlighting the impact on School, Teachers and Pupils.
- **Monitoring** – Use the Chance to Shine Portal to monitor your engagement and delivery in schools.

Cricket Engagement Days

- Identify additional schools not engaged with whole school programmes and provide engagement days showcasing resources alongside local cricket offers.
- Deliver Inspire, Play, Compete & Pathway elements across a single day.
- Promote and engage schools with national cricket initiatives or programmes, e.g. International Series & Yorkshire Tea-National Week
- Promote school engagement, in Key Stage 1 and 2 festivals/competitions.
- Work with the Club & League Officers to ensure relationships between schools and clubs are established and support the transition of children into cricket offers locally.

Chance to Shine Street

- Develop and launch new Street programmes as outlined in the plan
- Manage the day-to-day deployment of casual coaches to deliver Street sessions, covering where required.
- Ensure that programme data is recorded on the CTS Portal in a timely manner

Festivals & Competitions

- Deliver KS1 Multi-skill Festivals that are inclusive and engaging and provide an exit route into All Stars National Programmes locally.
- Deliver KS2 Dynamo School Festivals that engage whole classes and provide an exit route to Dynamo National Programmes locally.
- Organise the ESCA Hard Ball Competitions (Primary & Secondary) each year ensuring dates are met for teams to qualify for the regional rounds.
- Support the Disability Officer to deliver the County Table Cricket Competition each year and any softball competitive offers for SEN schools.
- Deliver girls only Dynamo Festivals in each of the 8 local authority areas, signposting girls with talent to the pathway and others to Dynamo National Programmes in local clubs.

- Support the Women & Girls Officer to deliver the U13 and U15 winter and summer girls competitions.

Trent Bridge Junior Coaching

- Work with the Young People Officer to deliver a branded ‘Trent Bridge Junior Coaching’ programme during school holidays. Any additional coaching sessions outside of the school holidays will be additional to this role and paid at the normal coaching rate.

National Programmes

- Deliver All Stars Cricket and or Dynamos Centres at school sites at the end of the school day in targeted areas of Nottingham and Nottinghamshire, as directed by the Young People Officer. National Programmes beyond 5pm in the week and at weekends will be additional to this role and paid at the normal coaching rate.

3. Key Performance Indicators

- Deliver the targets set by the Deputy Head of Trent Bridge Community Trust as outlined in the Chance to Shine plan each year, including Schools and Street
- Deliver Trent Bridge Junior Coaching sessions during the school holidays as agreed with the Young People Officer (2/3 days).
- Deliver the targets related to school competitions within the Trent Bridge Community Trust strategy.

EQUITY, DIVERSITY AND INCLUSION

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club’s behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

SAFEGUARDING

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.

PERSON SPECIFICATION**CHANCE TO SHINE OFFICER****Department: Trent Bridge Community Trust**

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of managing a cricket coaching programme • Experience in communicating with state primary and secondary schools • Experience of managing casual coaches/staff • Experience of teaching/coaching children of all ages. • Experience of budget management • Experience of delivering schools festivals and competitions 	<ul style="list-style-type: none"> • Experience of coordinating events • Experience of working with and inspiring diverse communities to play and stay in the game. • Experience of monitoring and evaluating the impact of sessions and programmes. • Experience of mentoring, supporting and encouraging volunteers
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of key cricketing national programmes including Chance to Shine (<i>Schools & Street</i>), All Stars and Dynamos Cricket • Understanding of relevant health & safety, child protection & safeguarding policies and Equality, Diversity and Inclusion. • Knowledge of social media, website management, online booking systems 	
Skills	<ul style="list-style-type: none"> • Strong planning and organisational skills • Ability to respond to tight deadlines • Strong communicator who works well in a team • Good Computer literacy, including MS Office 	<ul style="list-style-type: none"> • Ability to have those 'difficult conversations' that influence change and culture

	<ul style="list-style-type: none"> • Excellent time management skills 	
Qualifications	<ul style="list-style-type: none"> • Qualified to Level 2 or equivalent • Current clear ECB DBS check in place • Current Safeguarding and First Aid qualifications • Current member of the ECB Coaches Association • Equality, Diversity and Inclusion Training 	
Qualities & Attitude	<ul style="list-style-type: none"> • Ability to enthuse and inspire young people about cricket • Enthusiastic team player • Ability to learn quickly and a 'can do' attitude • Ability to use their initiative • Some flexibility around working hours will be required including evenings • Commit to a professional development programme in order to provide an appropriate service and support to all stakeholders. 	
Other	<ul style="list-style-type: none"> • Responsible for the ongoing monitoring and reporting of all aspects of your work programmes • Able to seek out and respond positively to development opportunities as they arise, supporting and sharing learning with others • Ability to travel independently between sites (Full and valid driving license) • Willingness to work 'unsocial' hours, including evenings and weekends, when required. • The post will be subject to an enhanced ECB DBS check. 	

HOW TO APPLY

For a full job description, including the person specification please visit
<https://www.trentbridge.co.uk/jobs/index.html>

Please apply via our recruitment link at [Chance to Shine Officer job - Trent Bridge Nottingham, NG2 6AG - Nottinghamshire County Cricket Club](#)

If you have any questions please email the HR Department at: recruitment@trentbridge.co.uk

Closing date for receipt of applications will be: Thursday 30th April 2026

Interview dates: Thursday 7th or Friday 8th May consisting of an interview in the morning and a practical coaching session in the afternoon

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an inclusive environment for all employees. when submitting your details, please let us know if you require any support or reasonable adjustments during the interview process

No agencies please



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