



**CANDIDATE BRIEF**

.....

**WOMEN & GIRLS OFFICER**

MAY 2023





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

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We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes.

Nottinghamshire County Cricket Club is looking to appoint an enthusiastic and passionate Women & Girls Officer to help us inspire women and girls in Nottinghamshire to pick up a bat and ball.

Are you a good communicator, well organised, great with people, energetic and keen to help us grow the women and girls' game across the county? Are you inspired by the recent coverage of women's sport and want to be part of the women's cricket boom, then we'd like to hear from you.

The Ideal candidate will require coaching experience that can support our delivery in schools, clubs and community settings, has a 'can do attitude' and a strong track record of motivating and engaging people. You'll need to be well organised with a strong administrative background that can support the projects that we deliver.

Thank you for your interest in this role.

## NOTTINGHAMSHIRE COUNTY CRICKET CLUB

### ROLE PROFILE

**Job Title:** Women & Girls Officer (PT 2 days)  
**Reporting to:** Cricket Development Manager

#### 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

The Women and Girl's role will be instrumental in continuing to grow the game for women and girls in Nottinghamshire. You will work with colleagues within the cricket Development Team to increase the number of opportunities for women and girls to engage in cricket, as a player, a spectator, a coach, an official or a volunteer.

You will use the resources provided by the ECB to deliver new initiatives and raises the profile of the women and girls' game.

#### Priority Focus Areas

- A. Deliver the CPA Women and Girls Standards
- B. Deliver a countywide competitive offer for girls.
- C. Increase the number of girls participating in National and Local Programmes
- D. Increase the number of women playing cricket.
- E. Provide a women's winter countywide softball competitive offer
- F. Deliver girls primary and secondary school festivals and competitions
- G. Gaining insight from female players, officials and coaches to further develop our offer.
- H. Increase the number of female coaches, scorers and umpires.

#### **A. Deliver the CPA Women and Girls Standards**

- Support the Cricket Development Manager to annually review and deliver the ECB CPA Standards relating to the Women and Girls game.

#### **B. Deliver a countywide competitive offer for girls.**

- Identify and delivery new competitive formats for girls in Softball, Hardball and a format to aid transition into Hardball, with the aim of the junior leagues adopting them by 2025.
- Review and develop the offer each year.

**C. Increase the number of girls participating in National and Local Programmes**

- Support the Young People Officer to increase the number of girls participating in national programmes (All Stars, Dynamo's)
- Support the Young People Officer to increase the number of clubs entering a girl only team into the U9's Nottinghamshire Kwik Cricket League
- Design a resource that will provide every primary and secondary school with a direct link to a local girls cricket club or community offer.

**D. Increasing the number of women playing cricket.**

- Identify female role models to help raise the profile and engage more women and girls into the game
- Increase the profile of women and girls cricket using national campaigns and local social media platforms
- Help clubs establish women's softball teams on the back of their involvement in Softball Festivals and/or transitioning into a hardball team.
- Deliver a programme of softball festivals that will introduce new women to cricket through club or community settings.

**E. Provide women with summer and winter softball competitive offers**

- Support clubs to enter women's softball teams into local and regional club competitive cricket, including the Notts Softball Leagues
- Coordinate and deliver the women's softball leagues (North and South) winter and summer.
- Increase the number of women's teams playing in the East Midlands Women's Cricket League.
- Provide introductory umpire and scoring experiences linked to the delivery of the women's softball leagues.

**F. Deliver girls primary and secondary school festivals and competitions.**

- Together with the competition Officer establish a county schools softball competition/cup for Secondary U13 and U15 girls to increase the number of school teams taking part in competitive cricket (Summer)
- Together with the Competition Officer increase the number of school teams taking part in the ECB U13 and U15 Indoor Competitions (Winter)
- Together with the Competition Officer deliver the primary Dynamo girls festivals.

**G. Gaining insight from female players and officials to further develop our offer.**

- Carry out an annual survey to gain insight from players and officials that will further help develop the game.
- Produce case studies that promote good practice and share across the network

**H. Increase the number of female coaches, umpires and scorers.**

- Support the Coach Development Officer and Clubs & Leagues Officer – Umpires & Scorers to provide female specific training opportunities.
- Support the Coach Development Officer to provide a mentoring programme for female coaches.

## **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****WOMEN AND GIRLS OFFICER****Department: Cricket Development**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<p>Experience of coaching cricket in a variety of settings, with particular focus on women and girls</p> <p>Experience of working with Clubs and Leagues to develop and grow the game of cricket</p> <p>Experience of building and maintaining relationships with key stakeholders in cricket</p> <p>Experience of delivering projects and initiatives that engage women and girls in activity.</p>	<p>Experience of applying for and securing grant funding.</p> <p>Prior experience of working as a sport development officer</p> <p>Experience of working with recreational sports clubs and enthusing volunteers.</p>
<b>Knowledge</b>	<p>Understanding of ECB's Cricket Strategy Inspiring Generations.</p> <p>Knowledge of voluntary sport sector and key drivers for participation.</p> <p>Knowledge of Cricket Club and League structures</p> <p>Knowledge and understanding of safeguarding, Equality, Diversity and Inclusion within cricket.</p> <p>Knowledge of monitoring software such as IMS, CRM, CVENT</p> <p>Strong knowledge of ECB funding streams that support recreational clubs and leagues.</p> <p>Understand the importance of marketing using social media to increase exposure and engagement</p> <p>Understand the ECB CPA Standards, specifically relating to the women and girls game.</p>	<p>Knowledge and Understanding of the role of the ECB Association of Cricket Officials</p> <p>Knowledge and understanding of the role volunteers play in the recreational game and the challenges they face.</p>

<p><b>Skills</b></p>	<p>Ability to write reports and present data.</p> <p>Able to operate safely within the workplace by identifying risk and using safe working practices and actions to minimize it</p> <p>Ability to set and meet targets</p> <p>Excellent leadership skills</p> <p>Good project management skills and ability to prioritise and work to deadlines</p> <p>Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.</p> <p>Computer literate and effective user of Word, Excel, Outlook and other and other digital platforms.</p>	<p>Ability to have those 'difficult conversations' that influence change and culture.</p>
<p><b>Qualifications</b></p>	<p>ECB Level 2 or equivalent qualified coach</p> <p>Safeguarding qualification</p> <p>First Aid trained or a commitment to achieving this within a short period of time.</p> <p>EDI trained or a commitment to achieving within a short period of time.</p> <p>Five GCSE's grade A-C or equivalent.</p>	<p>ECB Coach Developer qualified</p>
<p><b>Qualities &amp; Attitude</b></p>	<p>Enthusiastic about providing opportunities for women and girls, acting as a role model to encourage engagement in the game.</p> <p>Willingness to provide new ideas and suggestions</p>	

	<p>Willingness to be held accountable and desire to deliver against outcomes and targets</p> <p>Enthusiastic, reliable and punctual.</p> <p>Ability to work under pressure with minimal supervision.</p> <p>High levels of energy and enthusiasm and the desire to succeed.</p> <p>Setting high standards for yourself and others actively achieving high performing results</p> <p>Outgoing, friendly, supportive personality with the ability to engage and motivate young people and adults</p>	
<b>Other</b>	<p>Able to seek out and respond positively to development opportunities as they arise, supporting and sharing learning with others</p> <p>Ability to travel independently between sites (Full and valid driving license)</p> <p>Willingness to work 'unsocial' hours, including evenings and weekends, when required.</p> <p>The post will be subject to an enhanced ECB DBS check.</p>	<p>Holder of a mini bus driving license</p> <p>Willing to undertake further training</p>

## HOW TO APPLY

If you would like to join us at Trent Bridge please send your CV and covering letter, including details of your current salary to:

The HR Department  
Nottinghamshire County Cricket Club  
Trent Bridge  
Nottingham NG2 6AG

or email the HR Department at: [recruitment@trentbridge.co.uk](mailto:recruitment@trentbridge.co.uk)

Closing date for receipt of applications will be: **17.00pm Friday 9<sup>th</sup> June 2023**

Interview dates: **w/c 12<sup>th</sup> June 2023**

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

Candidates must be eligible to work in the UK and provide documentation to support this.

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

**TRENT BRIDGE**  
EST. 1838

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Trent Bridge, Nottingham, Ng2 6AG  
(0115) 9823000  
[recruitment@nottsccc.co.uk](mailto:recruitment@nottsccc.co.uk)

