



JOB DESCRIPTION

JOB TITLE	Club Development Manager
HOURS	Full time (Includes some evenings and weekends)
CONTRACT	Permanent
SALARY BAND	£28,000 to £33,000
WORKING ARRANGEMENT	Hybrid (office based - min. 1 day per week)

ROLE OVERVIEW

As one of two Club Development Manager's you will play a vital role in helping the Hampshire Cricket Board (HCB) achieve its mission to *inspire, empower, and connect communities through cricket*.

With the Head of Cricket Development, you will lead the delivery of the HCB club strategy. Working closely with colleagues you will be central to providing high quality support to club volunteers, with the ambition of creating and maintaining a thriving, inclusive and sustainable club network.

The post holder will be a proactive and self-motivated individual with great communication and organisational skills, and have a real passion for sport and community impact.

ROLES AND RESPONSIBILITIES

The Club Development Manager's roles and responsibilities include but are not limited to the following:

- Support the Head of Cricket Development to devise and implement HCB's Club strategy.
- Oversee the delivery of club development programmes across the county, including the ECB Club Development Framework.
- Be a primary contact for clubs in a specific geographical area, providing a high quality, proactive and responsive service, in relation to club development, accreditation, planning and funding advice.
- Design, manage and deliver an annual plan for club development networking and training opportunities.
- Refer clubs to HCB colleagues for specialist advice or programmes, for example, women's and girls' cricket, safeguarding and national programmes.
- Work closely with the Club Development Manager responsible for facility development by referring clubs who require specialist facilities advice. You will also provide support on the allocation of club grant schemes.
- Work with the County Safeguarding Officer to support clubs to utilise the Safe Hands Management System and embed a proactive safeguarding culture at all levels.

- Devise and implement HCB's volunteer action plan, which aims to recruit and train volunteers that represent our communities.
- Liaise with Hampshire Association of Cricket Officials to agree an annual training and development plan for officials.
- Strategic lead for Get Set Weekend and Cricket Collective recognition initiatives, driving awareness and engagement across the county.
- Oversee the HCB club affiliation process, ensuring clubs adopt mandatory ECB policies and procedures (Anti-Discrimination Regulations, GCR/RCR, Safe Hands Policy), as well as managing delivery of associated benefits.
- Implement and maintain a Club CRM system, which aims to improve communication and minimise administration for volunteers.
- Support open age competitions to thrive and grow eg midweek competitions, Last Man Stands, Hampshire Slam and indoor leagues. (not including Saturday leagues)
- Oversee and manage budgets related to club programmes.

KEY RELATIONSHIPS

Internal

- Managing Director
- Head of Cricket Development
- Club Development Manager
- Club Development Officers
- Cricket Development Manager - Safeguarding
- Hampshire Cricket

External

- Affiliated Clubs
- Midweek leagues and competitions
- Local Authorities
- England and Wales Cricket Board

SKILLS, KNOWLEDGE AND EXPERIENCE

- The ability to take an objective and strategic view of plans.
- Excellent communication skills, including the ability to work in one-to-one and group situations with a wide range of people from volunteers to senior management.
- Extensive experience of working with volunteers.
- Good working knowledge of club development and relevant regulations, policies and procedures.
- Ability to influence.
- Excellent time management and prioritisation skills.
- Computer literate and effective user of Excel, PowerPoint and other Microsoft programmes, digital systems and tools.
- Experience of managing budgets and programmes.
- Willingness to work unsociable hours when necessary.
- Ability to travel independently between sites (Full and valid driving licence and access to a car).

WORKING HOURS

The normal working days will be Monday-Friday. The majority of working hours will be between 9.00am and 5.00pm, however you will be required to work evenings and weekends as and when the role requires.

This job description outlines the principal accountabilities/main duties relating to this post. However, the post holder may be required to undertake other duties not detailed above, as directed.

SAFEGUARDING STATEMENT

Hampshire Cricket Board is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

EQUAL OPPORTUNITIES

We are committed to employment practices and behaviours that encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.