



JOB DESCRIPTION

JOB TITLE	Club Development Officer (2 positions)
HOURS	Full time (Includes some evenings and weekends)
CONTRACT	Permanent
SALARY BAND	£25,500 - £28,500
WORKING ARRANGEMENT	Hybrid (office based - min. 1 day per week)

ROLE OVERVIEW

As one of two Club Development Officers and part of the wider Cricket Development team, you will play a key role in helping Hampshire Cricket Board (HCB) achieve its mission to *inspire, empower and connect communities through cricket*. Your work will involve supporting affiliated clubs to grow, thrive, and remain at the heart of their local communities.

You will work collaboratively with club volunteers, teachers, and community partners across a designated geographic area to drive inclusive, sustainable participation in cricket. In addition, each Officer will take on specific programme responsibilities, with a particular emphasis on supporting the growth of women's and girls' cricket, helping clubs to expand and strengthen their offer within the game.

We are looking for individuals with excellent communication skills, strong organisational abilities, and a genuine passion for sport. Your enthusiasm will help engage and inspire young people, parents, teachers, and volunteers, using cricket as a vehicle for connection and community development.

ROLES AND RESPONSIBILITIES

The Club Development Officer roles and responsibilities include but are not limited to the following:

Club Support

- Working across numerous Local Authorities provide comprehensive support to priority clubs.
- Develop close working relationships with all clubs, whilst working with specific clubs on an annual basis to deliver agreed objectives.
- National Programmes - Assist clubs and community groups to deliver All Stars Cricket and Dynamos to establish new and grow existing junior sections (mixed and girls).
- Women and Girls – Champion opportunities for women and girls in all clubs, whilst working with targeted clubs to establish new teams and sections. You will also lead on the delivery of specific HCB women's and girls' programmes.

- Volunteering - Support clubs to recruit and upskill new and existing volunteers to provide the best possible experience for young people. This will include coordinating HCB's Leaders Programme – Hampshire Champions.
- Activation at Utilita Bowl – deliver activities alongside major matches and events to showcase recreational cricket and inspire participation.

Schools Delivery

- Work with the Schools and Junior Cricket Development Manager to strengthen pathways between schools, clubs and community programmes, increasing young people's participation in community cricket.
- As part of the Community Coach team, directed by the Schools Cricket Development Manager, deliver Chance to Shine (CTS) coaching sessions in primary and secondary schools. Sessions will be aligned to CTS principles and aim to recruit boys and girls into clubs and bespoke community-based programmes (approximately 2 days per week)
- Deliver assemblies and teacher training sessions.
- Coordinate primary and secondary school competitions (mixed and girls). This will include devising rules and formats, and communicating with teachers regarding entries and results.
- Ensure accurate records are kept and logged in accordance with funding partners' requirements.

KEY RELATIONSHIPS

Internal

- Head of Cricket Development
- Schools and Junior Cricket Development Manager
- Club Development Manager
- Facilities and Investment Manager
- Cricket Development Manager - Safeguarding
- Community Coaches
- Hampshire Cricket

External

- Club volunteers, parents and participants
- Chance to Shine
- England and Wales Cricket Board
- Schools and School Games Organisers
- Other Recreational Cricket Boards

SKILLS, KNOWLEDGE AND EXPERIENCE

- Experience of working in club development, in a coaching and management/administrative capacity.
- The ability and passion to engage new participants in school and community activities.
- Confident in delivering presentations to groups of people i.e. school assemblies/teacher training.
- Effective communication skills in a variety of formats e.g. face to face, phone and e-mail.
- Strong influencing skills
- Ability to work independently and as part of a team.
- Adaptable nature to accommodate flexible working patterns to meet the demands of the programme.

- Strong organisational and planning skills.
- Efficient time management.
- Computer literate and effective user of Excel, PowerPoint and other Microsoft programmes.

QUALIFICATIONS

- ECB level 2, UKCC2 or Core Coach
- ECB DBS
- First Aid training
- ECB Safeguarding certificate
- 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.