

## **Livingston Cricket Club is looking to recruit a Club Development Officer.**

This post, supported by SportScotland, will deliver quality extra-curricular coaching sessions, will build the important link between schools and Livingston Cricket Club and will play a key role in the on-going development of Livingston Cricket Club.

A key to this role is generating interest in the sport and recruiting young people, particularly of school age, into long term participation in a safe and nurturing environment.

### **Post details**

20 -25 hours per week on average per year

Salary value: to be advised

The post will initially be for one year, with the option of being extend. The successful candidate would be employed by Livingston Cricket Club.

If you think that you are a person who can enthuse and motivate children and young people to play cricket and join their local club, and that you have the skills to be able to help Livingston Cricket Club to continue its development, then this post is perfect for you.

For further information about the post please contact Paul Burgess, Livingston CC Secretary: [paul.burgess@livingstoncricketclub.co.uk](mailto:paul.burgess@livingstoncricketclub.co.uk)

To apply for the post, forward a letter of application (preferably by email and containing no more than 2 sides of A4) accompanied by CV to Paul Burgess, Livingston Cricket Club Secretary: [paul.burgess@livingstoncricketclub.co.uk](mailto:paul.burgess@livingstoncricketclub.co.uk) or c/o Livingston CC, 10a Murieston Valley, Murieston, Livingston. EH54 9HB.

For the avoidance of doubt, CVs must contain the names and contact details (as a minimum telephone number and email address) of two Referees, neither of whom should be related to the applicant, and one of whom should be employment-related.

The closing date for applications is Monday 29<sup>th</sup> October 2018.

Interviews will take place during the week of 5<sup>th</sup> November 2018,during the evening.

## **Club Development Officer**

### **Job Description**

**Post Title:** Livingston Cricket Club – Club Development Officer (Initial 1 year. 20 -25 hours per week on average per year post)

**Contract Value:** to be advised

**Location:** Livingston Cricket Club, Schools throughout Livingston and District,

**Reports To:** Board of Livingston Cricket Club, Director of Cricket Livingston Cricket Club

### **Principal Purpose and Objectives**

To provide quality extra-curricular and club introductory level coaching sessions, to build the important link between schools and Livingston Cricket Club and to play a key role in the on-going development of Livingston Cricket Club.

### **Main Duties**

1. To identify and create a relationship with Key schools within Livingston.
2. To organise, and deliver, coaching sessions in those Key Schools, predominantly in Livingston & District.
3. To link school activity to Livingston Cricket Club in partnership with Local Authorities and other key stakeholders.
4. To develop and deliver exciting, effective and innovative weekly sessions at Livingston Cricket Club for P1-P3, P4-P7, S1-S3 and S4-S6, both summer and winter.
5. To develop, and deliver, holiday programmes at Livingston Cricket Club.
6. To develop, and deliver, a schools competition in Livingston.
7. To ensure Livingston Cricket Club attends all ESCA Kwik Cricket festivals and enters teams in the Lothian Junior Indoor and Summer Leagues
8. To build effective relationships with all key stakeholders.
9. To help develop, and implement, a progressive Livingston Cricket Club Development Plan.
10. To identify and train suitable candidates to fill coaching requirements at Livingston Cricket Club.
11. To have a positive visibility around the club, preferably including attendance and participation with the club, on Saturdays, some Sundays and midweek dates

### **Responsibilities**

1. In conjunction with existing school sport structures, to promote, develop and deliver quality extra-curricular cricket in key Primary & Secondary schools.
2. To develop, agree and implement partnership agreements with local schools.
3. In conjunction with existing Livingston Cricket Club structures and staff, to promote, develop and deliver a quality club coaching programme.
4. To provide regular progress reports to Livingston Cricket Club.
5. Any other duties as appropriate to the post.

### **Communications**

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|-----------|--|
| Internal: | Livingston Cricket Club Cricket Board<br>Livingston Cricket Club Director of Cricket   |
| External: | West Lothian Council Active Schools Network<br>West Lothian Council Sports Development Team<br>Cricket Scotland<br>Eastern Knights U14s and U16s Management<br>Other key stakeholders as appropriate |

### **Candidate Knowledge, Skills and Experience**

- Experience of coaching
- Knowledge of Cricket Scotland's Development Priorities
- Relevant cricket coaching qualification
- Up-to-date First Aid qualification and PVG

### **Candidate Requirements**

- Enthusiastic
- Excellent communication skills
- Good organisation, and time-keeping, skills
- Self-motivated

### **Candidate Qualities**

- Adaptable
- Hard-working
- Highly-motivated

- Honest
- Innovative
- Reliable

### The Working Environment

- Ability to travel throughout West Lothian is essential.
- Flexibility is essential – regular evening and weekend work will be required.

### Person Specification

**Post Title:** Livingston Cricket Club – Club Development Officer

Requirement	Essential	Desirable	Evidence
Coaching Qualification	ICC Introduction to Cricket qualification, PVG Scheme Membership, First Aid Qualification	UKCC Level 2 Coaching Qualification, Safeguarding & Protecting Children certificate	A, D
Coaching Experience and ability to deliver a quality session	Minimum of two years' coaching in a junior environment. Minimum of two years' coaching in an adult environment.	Experience of coaching within Schools	A, I, PCD
Club Development Experience	Knowledge of the issues facing club membership and junior sections and junior convenors including transition and TOP Club	Experience as a club junior convenor / co-ordinator.	A, I
Communication Skills	Good communication skills, ability to communicate with young people and external partners, including through social media	Experience of developing, and implementing, marketing material	A, I, PCD
Ability to Travel	Access to transport to travel throughout Livingston & District	Access to a car for the purposes of the post	A, I
Working Flexibility	Ability to work evenings and weekends is required		A, I

#### Evidence

- A** Application Form  
**D** Documentary Evidence  
**I** Interview  
**PCD** Practical Coaching Demonstration