

Job Description

TITLE OF POSITION: South Canterbury Cricket Development Manager

BUSINESS UNIT: Coaching and Development

REPORTS TO: Executive Officer

LOCATION: Graeme Blanchard Centre, Aorangi Park

DATE CREATED: 22 June 2011

Cricket is recognised as New Zealand's premier summer sport and South Canterbury Cricket has a long and proud history of outstanding performance as a leading cricket organisation.

PURPOSE OF THE POSITION

The purpose of the Cricket Development Manager is to set up, manage and monitor the development and playing programmes for all cricket around South Canterbury at all ages and levels.

TASK DESCRIPTION

Key Tasks:

1. Reporting and relationships

Expected outcomes

- Report monthly to the Canterbury Cricket Development Manager so progress can be measured against agreed outcomes.
- Submit an annual review to the Director of Coaching and Development and the NZC National Development Manager on the progress of the women's development programme in Canterbury
- Undertake a 6 monthly review of your performance with the Development Manager
- Liaise closely with the Canterbury Cricket Development Manager to effectively implement the desired junior cricket delivery structure within an association and/or district and to provide detailed feedback
- Liaise daily with the CEO to implement and manage a regional development plan to meet the combined objectives of the national development programme
- Liaise with clubs and schools to ensure they are familiar with the development programme and adhere to the junior cricket policy guidelines in setting up their junior and youth cricket programmes
- Initiate and maintain contact with the Regional Sport Trusts (Kiwisport Co-ordinators and Regional Sports Directors) regarding their needs for junior (Have-A-Go Cricket, Kiwi Cricket) and youth cricket within the community
- Initiate and maintain contact with primary and secondary schools, and clubs, and encourage and assist them set up and run junior and youth cricket programmes

2. Talent identification

Expected outcomes

- Set up, manage and monitor an age group talent identification programme, including the deployment of quality coaches and the selection of the best players into Junior Academy and training squads
- Monitor new players arriving into the South Canterbury area
- Monitor the development of talented players from all SC Cricket competitions:
 - Work with all SC Coaches to identify players for winter training programmes
- Set up, manage and monitor a succession planning programme:
 - Highlight areas that require high focus to ensure depth in all areas

3. Player Development

Expected outcomes

- Set up, manage and monitor an age group talent development programme:
 - Create a database to record player details and profiles
 - Develop a comprehensive playing philosophy for all representative teams
- Set up, manage and monitor a comprehensive winter training programme for all players as identified by Coaches:
 - Produce and update a curriculum for all age groups and specialist squads (if applicable)
 - Communicate programme and training details to players and coaches
 - Produce training diaries for all players where applicable
 - Provide guidelines for session content to squad coaches
 - Update database with coach reports on all players
 - Keep record of player attendances
 - Distribute coaching props and fitness equipment to coaches on request

- Set up, manage and monitor individual player development programmes:
 - Produce individual development programmes for all players selected in representative teams
 - Monitor technical, mental and physical recommendations from age group coaches and specialist skill coaches
 - Visit elite players at training sessions to monitor development and interact with coaches to ensure programmes are effective
- Collate and distribute information on all age group rep players:
 - Update all information on database
 - Circulate all relevant information to all parties associated with each player, i.e. club, school, district
 - Maintain statistical records of age group players

4. Age group rep team development

Expected outcomes

- Assist with the selection of winter training programme squads and summer tournament teams
- Coach age group teams at zone and regional tournaments as required
- Coach winter age group training squads as required
- Coach at 1 to 1 level age group rep players as required

5. Player recruitment and retention

- Expected outcomes
- Encourage school pupils to play cricket via communication with school sports co-ordinators
- Encourage school leavers to continue playing cricket at club level
- Increase participation levels in terms of playing numbers and volunteer supporters (coaches, umpires, scorers, officials)
- Provide coaching opportunities through summer tournaments and winter training programmes for aspiring coaches
- Liaise with Schools to promote and run NZ school competitions in South Canterbury (NZCT, MILO Shield)

6. Personal development

Expected outcomes

- Attend appropriate development workshops/courses in order to keep up to date with the latest coaching trends/ideas
- Become proficient at operating Silicon Coach

7. Relationship Management

Expected outcomes

- Maintain positive relationships with all South Canterbury Cricket stakeholders
- Ensure communication with all South Canterbury Cricket stakeholders is positive & timely

PERSON SPECIFICATIONS

WORKING EXPERIENCE:

- Ideally experience in working in a sporting organisation
- Experience in dealing with volunteers
- Project Management experience

SKILLS AND KNOWLEDGE:

Technical Skills

- Must have the functional and technical knowledge and skills to do the job at a high level of accomplishment

Drive for Results

- Can be counted on to exceed goals successfully
- Pushes self and others for results
- Keeps an eye on the ball and acts and talks as if they care about achieving results

Approachability

- Is easy to approach and talk to
- Spends the extra effort to put others at ease
- Builds rapport well
- Is a good listener

Composure

- Is cool under pressure
- Does not become defensive or irritated when times are tough
- Is considered mature
- Can handle stress

Interpersonal Savvy

- Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation
- Builds appropriate rapport
- Builds constructive and effective relationships
- Uses diplomacy and tact

Process Management

- Good at figuring out the process necessary to get things done
- Knows how to organise people and activities
- Knows what to measure and how to measure it
- Can simplify complex processes
- Gets more out of fewer resources
- General understanding of business and commercial issues
- Administer systems, services, business processes and procedures to ensure business efficiency

Problem solving and initiative

- Identify and proactively solve problems
- Ability to use initiative to leverage Canterbury Cricket reputation

Planning, organising and prioritizing

- Plan, organise and prioritise own work to achieve objectives
- Achieve outcomes to a high standard within agreed timeframes
- Manage work, career and personal priorities

QUALIFICATIONS

ESSENTIAL: New Zealand Cricket Level 2 Coaching Qualification

PREFERRED: New Zealand Cricket Level 3 Coaching qualification or overseas equivalent

PERSONAL ATTRIBUTES:

Professional work ethic

- At all times
- Willingness to work seasonal variations to get the job done
- Ability to work under pressure and to tight timelines

Adaptability and attitude

- Maintain effectiveness when experiencing major changes in work tasks or the work environment Adjusting effectively to working within new work structures, processes, requirements or culture

Continuous learning and growth

- Assimilating, and applying in a timely manner, new job-related information that may vary in complexity
- Capacity and enthusiasm to learn new concepts and tasks, and take on additional responsibilities
- Shows initiative
- Seeks feedback and coaching

Establishing credibility

- Demonstrates the personal qualities and attributes that contributes to building effective relationships with other employees, peers, managers, associations, partners and the wider Canterbury Cricket family

HEALTH AND SAFETY

Each employee is responsible for complying with the Health and Safety in Employment Act and must adhere to all NZC policies and procedures.

You will be required to:

- Follow instructions raised by your manager on Health and Safety matters.
- Identify, report and control all hazards accidents or incidents observed in the workplace immediately.
- Keep your immediate work area tidy to minimise the likelihood of injury to yourself or others.
- Communicate Health and Safety issues or concerns either directly to your supervisor or to the Human Resources Manager.
- Use plant, equipment, vehicles and materials safely and in the manner intended.
- Always use correct personal protective equipment (PPE) or safety equipment provided for the appropriate tasks.
- Keep up to date with Health and Safety matters in the workplace.
- Take an active role in contributing to meetings, training and other Health and Safety activities when offered.
- Take an active role in any personal treatment and rehabilitation plan to ensure an early and durable return to work.
- Ensure that no action or inaction by yourself while at work causes harm to yourself or any other person.
- You are an important part of workplace safety – participate in making your workplace a safe and happy environment.