
Position Description

Participation Officer

Updated: October 2018



CRICKET NSW

Participation Officer	
Position Details	
Department: Community Cricket Reports to: Area Manager or Cricket Manager	Positions Reporting to this Position: Casual Team Members

Primary Purpose of the Position

To promote and develop a culture of cricket in schools. To support the delivery of Cricket Blast programs and drive the transition to club cricket.

Organisation Environment

Cricket NSW is the peak state sporting organisation responsible for the governance, development, promotion and administration of cricket throughout New South Wales.

The **purpose of CNSW is to inspire everyone to love cricket**. To achieve this purpose, Cricket NSW has three key focus areas

1. Fans – No. 1 for fans
2. Participants and volunteers – No. 1 for participation
3. Elite players and teams – No. 1 in all formats

Department Environment

The Community Cricket Department purpose is to lead and serve the community. It is responsible for growing cricket participation and inspiring the next generation of players and fans. The department is charged with the challenging task of igniting and maintaining a lifelong connection with cricket by recognising the diverse needs of participants and subsequently developing formats and pathways to meet such diversity.

Community Cricket is focused particularly on driving passion amongst primary-aged children with the purpose of achieving the Associations strategic goals of maximising both interest and participation in cricket in NSW.

Key Responsibilities

- Expanding school delivered programs and establishing a strong transition pathway between schools, indoor and clubs
- Actively building a culture of cricket in schools
- Building, maintaining and leveraging relationships with local schools and school ambassadors
- Providing operational support to school ambassadors and casual resources involved in the delivery of national school's programs such as Cricket Blast, Sporting Schools and Cricket Blast School Cup.
- Ensuring the exceptional delivery of entry level programs by training casuals, club resources
- Leveraging the profile of the W/BBL to increase engagement with a focus on Cricket Blast and girls competitions (January to March)
- Organising, promoting and delivering school holiday programs
- Actively promote A Sport for All to increase the diversity of participants in the game including CALD, All Abilities and indigenous communities.
- Ensuring compliance with sponsorship related contractual obligations

Key Working Relationships

- Community Cricket team
- Teachers
- Casual team members
- Coach & Talent team members
- Clubs
- Indoor Centers
- Local Government

Knowledge, Skills and Experience

Essential

- Well-developed stakeholder engagement and influencing skills
- Demonstrated ability to deliver on outcomes and results
- Strong organisational skills
- Strong written and verbal communication skills
- Strong set of personal values
- Computer literacy
- Flexible working availability

Desirable

- Financial competency
- Understanding of the sports industry
- Presentation skills

Behaviours

Australian Cricket Key Behaviour Indicators



Child Protection

It is your duty to comply with Australian Cricket's Looking After Our Kids for Australian Cricket Personnel and Australian Cricket's Commitment Statement to Safeguarding Children and Young People, designed to ensure the safeguarding of children and young people involved in the sport of cricket. As part of your duty, you must recognise that children and young people require special care and attention in order to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in Cricket NSW's programs and services.

Governance

It is your duty to comply with Cricket NSW policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Duties under Work Health and Safety Requirements

We are committed to protecting the health, safety & wellbeing of all of those that work with us. Your duties are to:

- Comply with all Cricket NSW policies, procedures and relevant legislation
- Comply with all reasonable instructions from managers in relation to health and safety
- Take reasonable care of your own health and safety
- Ensure your actions or omissions do not adversely affect the health and safety of other persons
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism
- Complete relevant health and safety training.

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.