



Position Title	Development Officer
ND Vision	“Connecting People, Creating Memories”
Employer	Northern Districts Cricket Association (ND)
Reports to	Development Manager
Direct Reports	Nil
Key Internal Relationships	Community Team
Key External Relationships	NZC Community Team, affiliated clubs, local schools and colleges, local council, local Regional Sports Trusts, local Association Boards
Key Primary Objectives	<ul style="list-style-type: none"> • Exemplary ambassador which provides all people with a chance to connect with cricket through delivery of great ‘experience’ and ‘participation’ opportunities. • Lead the delivery of the local operation in alignment with the ND strategy. • Support the growth of grassroots capability in clubs and schools. • Support all bookings, communication and lead delivery of Programmes. • Develop sustainable participation opportunities.

1. Technical and Personal Competencies

- (a) Mandatory
- Full clean drivers licence
 - Ability to influence stakeholders of all levels
 - Intermediate to Advanced Microsoft Office skills
 - Excellent presentation and written communication skills
- (b) Highly desirable
- Understanding/experience in community sport as player / administrator/ volunteer
 - NZC (or equivalent) Coach Qualification
 - Coach Developer experience

2. Key Responsibilities and Accountabilities

- **Development**
 - Implement and deliver activities to achieve the New Zealand Cricket community cricket strategic key priority focus areas;
 - School Engagement
 - Female Participation Opportunities
 - Greater Cultural Inclusion
 - Local Authority Relationships and Facilities

PARTICIPATION:

Deliver junior, youth and senior plans to grow participation for both male and female:

- Deliver club support plans to grow and develop environments which offer opportunity for all levels of play across all participation groups including minority.
- Deliver college support plans to grow participation for both male and female.
- Coordinate and/or deliver regional and/or national programmes.
- Support the delivery of Coach Developer initiatives to ensure vibrant experiences.
- Deliver education support for PlayHQ system operation: scoring and registration.
- Ensure all activities align with ND stages of “Play, Games and Leagues”, Balance is Better and Keeping Up with the Play.
- Collaborate with Competition leads and stream to establish and grow new participation opportunities and offerings.

EXPERIENCE:

Deliver junior, youth and senior plans to grow experiences for both male and female:

- Coordinate and deliver school programmes in alignment with regional targets and the NZC vision to be “A Game for All New Zealanders, A Game for Life”.
- Deliver NZC and ND development programmes and/or events.
- Coordinate and deliver activation events associated to ND or NZC fixtures.
- Grow and deliver school tournaments in alignment with ND Regional Qualifiers.
- Coordinate and deliver SuperSmash Holiday Programmes.

• **ND Regional Portfolio;**

- Leader: For any and all directly assigned portfolio/s;
 - Develop and deliver a ‘whole of region’ plan that aligns with ND, NZC and Sport NZ strategy and philosophies.
 - Support regional staff to deliver any required elements of the plan in a local capacity.
- Contributor: For any and all regional portfolio/s in operation:
 - Contribute to the successful delivery and progression of all regional portfolios as aligned to operational plan, targets and strategy.

• **Operation**

- Support casual delivery staff training in alignment with national/regional resource.
- Contribute to annual operational plans, budgets and reports which are aligned to successful progress and achievement of regional strategy.
- Support successful achievement for all funding requirements; eg RST, NZC etc
- Support the achievement of community strategic goals and reporting requirements.
- Administration of SuperSmash Hubs and Holiday programme registration and fees.
- Support the delivery of competitions and/or tournaments as required.
- Provide regular content (stories and photos) for regional websites and social media.
- Assist efficient and effective operation of any financial administration requirements.

• **Other**

- Be a leading contributor to the ND team and organisation culture.
- Support match events such as SuperSmash and international fixtures when required.
- Organise and deliver workshops to educate, inform and support clubs/ schools.
- Other reasonable duties as and when required

3. ND Organisation Values

• **Stronger Together**

Connection is important to us. We go out of our way to create relationships across our community. We champion diversity and inclusion through our actions and language. We demonstrate our respect by helping one another, challenging in the right way and celebrating wins.

• **Build on our Foundations**

Our ‘go to’ mindset is improvement, whilst respecting our history. We never settle. We seek knowledge and take responsibility for our own growth. We are brave enough to share our own thoughts and ideas whilst actively listening to others.

• **Play Our Way**

We take the courageous route in all we do. The easy option is NOT an option. We bring the right attitude and energy every day. There is care in what we do. We enjoy ourselves and take responsibility for creating a positive environment. We take a leadership stance.

