

# NORTHERN DISTRICTS CRICKET ASSOCIATION (INC)

## JOB DESCRIPTION

### JOB TITLE

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Development Officer - Counties Manukau

### PURPOSE

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- 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.

### SPECIFIC DUTIES & RESPONSIBILITIES

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#### Development

- Implement and deliver activities to achieve the New Zealand Cricket community cricket strategic key priority focus areas:
  - o School Engagement.
  - o Female Participation Opportunities.
  - o Greater Cultural Inclusion.
  - o Local Authority Relationships and Facilities.
- Participation
- Deliver junior, youth and senior plans to grow participation for both male and female:
  - o Deliver club support plans to grow and develop environments which offer opportunity for all levels of play across all participation groups including minority.
  - o Deliver college support plans to grow participation for both male and female.
  - o Coordinate and/or deliver regional and/or national programmes.
  - o Support the delivery of Coach Developer initiatives to ensure vibrant experiences.
  - o Deliver education support for PlayHQ system operation: scoring and registration.
  - o Ensure all activities align with ND stages of "Play, Games and Leagues", Balance is Better and Keeping Up with the Play.
  - o 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:
  - o Coordinate and deliver school programmes in alignment with regional targets and the vision to be "A Game for All, A Game for Life".
  - o Deliver NZC and ND development programmes and/or events.
  - o Coordinate and deliver activation events associated to ND or NZC fixtures.
  - o Grow and deliver school tournaments in alignment with ND Regional Qualifiers.
  - o Coordinate and deliver SuperSmash Holiday Programmes.

#### ND Regional Portfolio

- Leader: For any and all directly assigned portfolio/s:
  - o Develop and deliver a 'whole of region' plan that aligns with ND, NZC and Sport NZ strategy and philosophies.
  - o 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:

- o 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; e.g. 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.

## GENERAL DUTIES & RESPONSIBILITIES

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- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

## SKILLS, EXPERIENCE & EDUCATION

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#### Mandatory

- Full clean drivers licence.
- Ability to influence stakeholders of all levels.
- Intermediate to Advanced Microsoft Office skills.
- Excellent presentation and written communication skills.

#### Highly Desirable

- Understanding/experience in community sport as a player/administrator/volunteer.
- NZC (or equivalent) Coach Qualification.
- Coach Developer experience.