



ACE Development Officer



- CLOSING DATE:** Tuesday 7th May 2024, 10:00
- REPORTS TO:** Southeast London Manager Kent Cricket and ACE Director of Programmes
- REMUNERATION:** £26-28,000 p/a, (plus travel expenses)
- OTHER BENEFITS:** CPD opportunities including coaching accreditations; access to 20% staff discount within the club shop*; two passes for entry to Kent Cricket fixtures at home grounds*
- CONTRACT:** Full-time with a requirement to work during some evenings and weekends
- ANNUAL LEAVE:** 23 days annual leave + bank holidays
- LOCATION:** The County Ground, Beckenham, London – we are a hybrid working office so there will be a blend of office and home working

EQUALITY STATEMENT:

We're passionate about creating an inclusive workplace that promotes and values diversity. Companies that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better companies. More importantly, creating an environment where everyone, from any background, can do their best work, is the right thing to do and we therefore encourage applications from all sections of the community.



SAFEGUARDING:

Kent Cricket is committed to safeguarding and protecting children, young people and adults in cricket and we expect all employees to share this commitment. All posts are subject to a process of vetting with references taken up and where the role involves working in Regulated Activity with children, we require a current ECB DBS.

JOB OVERVIEW:

Kent Cricket and The ACE Programme are looking to recruit a Cricket Development Officer to be responsible for engaging people from a diverse community of all ages across Southeast London into becoming active members of the cricketing community.

Founded in 1870, Kent Cricket is one of the 18 first class English county cricket clubs, based in Canterbury. The Club also has responsibility for all community cricket in Kent, including the South-East London boroughs of Lewisham, Greenwich, Bexley and Bromley.

The ACE Programme was launched by Surrey County Cricket Club in January 2020 in response to the decline of the black British professional players by 75%, and less than 1% of the recreational game. The ACE Programme was designed to engage young people of African and Caribbean Heritage and the charity is pleased to be an official partner of Sport England and

England & Wales Cricket Board, providing opportunities to children to access cricket across six cities – London, Birmingham, Bristol, Manchester, Nottingham and Sheffield.

The purpose of the role is to increase participation predominantly within the black British communities by supporting and improving the experience of everyone involved whether they play, attend or follow the game. The development coach/officer will provide direct development and coaching support to community, school, academy and club based cricketing opportunities, through both coaching and competition.

This role seeks an energetic and enthusiastic individual looking to combine coaching and development work and who has a passion for supporting and developing diverse communities and working with multiple partners and organisations.



RESPONSIBILITIES:

The successful candidate will have two main areas of focus. Working with the Director of programmes to support and deliver ACE cricket programmes nationally and working with Kent Cricket to help deliver work within their diverse communities plan. You will:

- Lead the administration and delivery on all the ACE programme activities in Southeast London.
- Coach on various ACE programmes as required. These could include:
 - Delivery on our academy programmes
 - Delivery on our community hub coaching programmes
 - Delivery on our school's coaching programme, including competitions.
 - Support and implement sustainable indoor and outdoor leagues provision (junior and senior), club festivals, club engagement days and open days.
- Work with key county stakeholders and delivery partners ensuring the delivery of key events for the ACE programme.
- Support the ACE programme team in the delivery of other cricket development activities.
- Assist the Director of programmes with the day-to-day financial requirements of the charity.
- Be responsible for the collation of information and communication to the relevant parties.
- Ongoing and effective diary management.
- Working with key national stakeholders and delivery partners.
- Provide coordinated support and advice to cricket clubs to drive interest and maximise participation helping to create a sustainable future for diverse communities.
- Engage with a range of local stakeholders including schools, clubs, leagues, local authorities, youth groups etc to drive participation.
- Assist with Kent Cricket's diverse communities Action Plan where required.

SKILLS AND EXPERIENCE:

Essential:

- Level 2' or 'Core Coach' Qualified Cricket Coach (ECB, UKCC or overseas equivalent).
- Safeguarding for Coaches & Activators & Emergency First Aid Certificated, current and on-going.
- Experience of working within diverse communities.
- Ability to enthuse and inspire young people about cricket.
- 1 year of experience in a similar role, either paid or voluntary.
- Strong planning, time management and organisational skills.
- Strong communicator who works well in a team.
- Ability to learn quickly and a 'can do' attitude.
- Ability to use their initiative.
- Ability to travel independently across Southeast London.



Desirable:

- Good Computer literacy, including MS Office.
- Knowledge of social media, website management, online booking systems.
- Experience of co-ordinating events.
- Knowledge of key cricketing national programmes Chance to Shine, All Stars and Dynamos Cricket national programmes.
- Experience in communicating with state primary and secondary schools.
- Experience of overseeing casual coaches.

Education and Training:

The successful candidate will

- Commit to a professional development programme in order to provide an appropriate service and support to all stakeholders.
- Liaise closely with the Director of Programmes and be prepared to undertake any other duties related to the work of these functions as required.

HOW TO APPLY:

To apply, please send a full CV and short accompanying statement of why you wish to apply for the role to christian.rice@kentcricket.co.uk. Please mark all correspondence “ACE Development Officer” by 10am on Tuesday 7th May. Candidates should also send names and contact details for two referees (referees will not be contacted until the role has been offered to you). Appointment will be subject to satisfactory references, relevant right to work information being provided and DBS clearance. The successful candidate will be required to undergo an Enhanced ECB DBS with relevant barred list check.

The role you have applied for is subject to an Enhanced DBS disclosure with barred list check for working with children. If you are invited for interview, you will be required to declare all spent or unspent convictions and cautions, but not any that are protected or filtered. If you are invited to interview and have any information to disclose please provide this under separate, confidential cover, to HR Manager - omolola.oshinlaja@kentcricket.co.uk. If you wish to discuss your criminal record, or whether you need to disclose something, please contact Bridget Owen, the County Safeguarding Officer for Kent – bridget.owen@kentcricket.co.uk. Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature and circumstances of the offence. We undertake to discuss your criminal record with you before any withdrawal of a job offer. Kent Cricket complies with the DBS Code of Practice and a copy is available on request.