



## **JOB DESCRIPTION**

<b>Role:</b>	Leagues and Competitions Development Officer
<b>Organisation:</b>	Gloucestershire Cricket Foundation / Wiltshire Cricket Limited
<b>Contract:</b>	<u>Option 1:</u> Minimum contract, 24 months, 22.5 hours a week (Gloucestershire Cricket Foundation)  <u>Option 2:</u> Minimum contract, 24 months, 15 hours a week (Wiltshire Cricket)  <u>Option 3:</u> Minimum contract, 24 months, 37.5 hours a week (Gloucestershire Cricket Foundation & Wiltshire Cricket - split role)
<b>Salary:</b>	£26,000 to £28,000 per annum pro rata (depending on experience), plus benefits

### **Safeguarding Statement**

Gloucestershire Cricket Foundation and Wiltshire Cricket Limited are committed to safeguarding and protecting the children, young people and vulnerable adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

### **Introduction**

Both Gloucestershire Cricket Foundation and Wiltshire Cricket Limited are in the process of taking over the direct management and organisation of several club competitions that have previously been under the management of voluntary committees. This will represent a new area of focus for both organisations as we take on more direct responsibility for competition management. The handover of responsibility will take place during the 2025-2026 winter in time for the 2026 Cricket season.

In addition, both counties already run and administer some of their own club competitions and so through this role there is an opportunity to bring the management of all competitions in to one role.

Given the similarity in what is happening across both counties, the two organisations are working together to run this recruitment process. When applying, candidates will be able to indicate whether they are interested in a 3 day a week role with Gloucestershire Cricket

Foundation, a 2 day a week role with Wiltshire Cricket Limited or combining the two roles to make it a full-time position.

### **Job Purpose and Focus**

The ambition with this role is twofold; primarily to further develop the competitions offer across the county / counties and secondly to make junior and senior cricket as accessible as possible across both winter and summer. The role will involve managing all competitions, with the ambition of growing the number of entries and ensuring a first-class experience.

The main responsibilities of this role will be:

#### **Gloucestershire:**

- Co-ordinate, administer and manage all club competitions (junior), inclusive of indoor and outdoor competitions, under the auspices of the Foundation.
- Create and embed a set of values for all competitions under our stewardship.
- Build league volunteer committees to satisfy the local needs and desires across the county.
- Manage the ECB National Club under 13s and under 15s county rounds.
- Co-ordinate, administer and manage the County Club and Trophy Competitions (senior).
- Co-ordinate, administer and manage the Annual Under 10s Festival.
- Be the Main point of contact and Play-Cricket manager for all competitions.
- Build and improve current league offerings based on insight, feedback, and evidence.
- Build strong relationships with key stakeholders.
- Manage league volunteer committee groups.
- Work with the County Safeguarding Officers to implement a culture of safeguarding throughout competitions.
- Other duties as required by the line manager.

#### **Wiltshire:**

- Co-ordinate, administer and manage all club competitions (junior), inclusive of indoor and outdoor competitions, under the auspices of the Board.
- Create and embed a set of values for all competitions under our stewardship.
- Manage the County Under 9 club festival offer.
- Manage the ECB National Club under 13s and under 15s county rounds.
- Manage the County Under 19 T20 competition.
- Co-ordinate, administer and manage the Wiltshire Wallop competition (senior).
- Be the Main point of contact and Play-Cricket manager for all competitions.
- Build and improve current league offerings based on insight, feedback, and evidence.
- Build strong relationships with key stakeholders.
- Manage league volunteer committee groups.
- Work with the County Safeguarding Officers to implement a culture of safeguarding throughout competitions.
- Other duties as required by the line manager.

The successful post holder will be:

- Committed to improving and growing the competitions for junior and senior cricketers.
- Committed to their own personal development and play an active role in the professional development of your colleagues.
- Always represent the Gloucestershire Cricket Foundation and/or Wiltshire Cricket Limited in a positive and professional manner.
- Ensure health, safety and welfare of yourself, participants, and others always.
- Conduct competitions in accordance with the appropriate ECB guidelines and good practice.
- Take part in other activities as and when required.
- Perform all duties in an equitable manner and to actively promote the principals of the quality amongst colleagues, partners, and service users.
- Conform to, actively commit to, and promote the organisations values when using any communication.

### **Skills, Knowledge and Experience**

- A passion for growing junior and senior cricket and providing a fantastic experience for all players.
- The ability to develop and implement high quality, inclusive, varied, and engaging competitions.
- High levels of energy and enthusiasm and the desire to succeed.
- Good programme management skills and the ability to prioritise and work to deadlines.
- Highly organised with the ability to be systematic, logical, and pragmatic when completing tasks.
- Ability to work accurately with a great attention to detail.
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Effective communicator and the ability to engage with people via a variety of platforms.
- Ability to work independently and as part of a team, with the skills to influence and drive positive change.
- Experienced and competent user of various IT programmes, including Play-Cricket.
- Experience of working within club or league administration.
- Be competent on social media and understand the importance of marketing to increase exposure.
- Understanding and experience of a variety of Cricket Development programmes.
- ECB DBS checked.
- Ability to travel independently between sites (Full and valid driving license).

### **Supervision and work planning**

**Option 1:** The Leagues and Competitions Development Officer will be employed by Gloucestershire Cricket Foundation and line managed by the Operations Manager. The Officer will work across the County of Gloucestershire and the City of Bristol and will have their offices at Seat Unique Stadium, Nevil Road, Bristol, BS7 9EJ.

**Option 2:** The Leagues and Competitions Development Officer will be employed by Wiltshire Cricket and line managed by the Cricket Development Manager. The Officer will work across the County of Wiltshire and will have their offices at Unit 10, Forest Gate, Pewsham, Chippenham, Wiltshire, SN15 3RS

**Option 3:** The Leagues and Competitions Development Officer will be employed by both the Gloucestershire Cricket Foundation and Wiltshire Cricket Limited. We will work with the individual to create a working pattern and county split that works for all parties.

The employee's normal working days can be arranged once the candidate has been offered the role. We will try and be as flexible as possible, ensuring both parties are happy. The employee will not normally be required to work before 9am, however, due to the nature of the work involved in this position, the employee will be required to work some evenings and weekends. The post holder will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

### **General**

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Gloucestershire Cricket Foundation and Wiltshire Cricket Limited.

All applicants must provide evidence to demonstrate that they have the Right to Work in the UK, sponsorship for overseas employees cannot be provided for this role.

To apply please complete the attached application form and return to the email addresses listed below. Whilst you will supply your name and email address the application process will be anonymised before review by our recruitment panel; only at this point will your details be used to communicate about the next stage in the process.

**To apply:** Email application form to both [pete.sykes@wiltshirecricket.co.uk](mailto:pete.sykes@wiltshirecricket.co.uk) and [chris.munden@gloucestershirecricketfoundation.org](mailto:chris.munden@gloucestershirecricketfoundation.org)

**Closing date for applications:** Sunday 10<sup>th</sup> August 2025

**Interviews are proposed to take place:** W/C 18<sup>th</sup> August 2025

If you wish to discuss the role before applying, please contact:

Chris Munden:

Email: [chris.munden@gloucestershirecricketfoundation.org](mailto:chris.munden@gloucestershirecricketfoundation.org) or Mobile: 07557 924941

Pete Sykes:

Email: [pete.sykes@wiltshirecricket.co.uk](mailto:pete.sykes@wiltshirecricket.co.uk) or Mobile: 07920 581413.