

Job Title:	Participation Officer	Job Category:	Participation
Location:	Middlesex Cricket Indoor School, Finchley N3 2TA	Travel Required:	Yes
Salary:	£22,000 - £25,000 dependent on experience	Position Type:	Two Year Fixed Term Contract
HR Contact:	Katie Berry	Date posted:	Friday 24 th May 2019
Work Hours	40 hours per week, including weekends and evenings	Posting Expires:	Sunday 16 th June 2019

Applications Accepted By Email: Katie.berry@middlesexccc.com

Job Description

This role will contribute to the successful implementation of Middlesex Cricket's Participation Strategy. A focus of the role will be to support coaches, officials and ground staff towards the achievement of participation & growth outcomes, contributing to improved experiences for administrators, volunteers and players. This will underpin Middlesex Cricket's strategic vision to *unlock potential through cricket*. The role will include the following:

- Driving the development of coaching and support to coaches in the county, including growing the number of Coaches Associations members, Coaching Ambassadors and the network of coaches in Middlesex
- Supporting the delivery of Coach Education courses, mentoring opportunities and coaching events in the county
- Providing administrative support to the Middlesex Cricket Coaches Association, Junior League and officials network
- Administration of the Middlesex Pitch Support Network (PSN) for ground staff
- Administer all aspects of the Middlesex Cricket Player Transition Competitions, including:
 - Middlesex Development League
 - ECB Vitality U19 Club T20
 - Middlesex Youth Cup
- Organise & administer County finals stage of ECB Indoor Cricket competition
- To support the delivery of community engagement events for Middlesex Cricket as required
- Assisting in the development of cricket in 17 London Boroughs in accordance with the Middlesex Cricket Strategic Plan, contributing to the responsibilities of the Participation Team.

Skills/Qualifications:

- Disclosure and Barring System Check (assistance available)
- First Aid Certificate (assistance available)
- Safeguarding Young Cricketers Certificate (assistance available)
- Ability to travel by public transport to various locations
- Ability to work to individual and team targets
- Adopt a positive customer service approach
- Motivated and committed to personal development

Recruitment Process:

- 1) To apply for the post please send your CV, along with a covering letter to Katie Berry at katie.berry@middlesexccc.com by Sunday 16th June 2019
- 2) Shortlisted candidates will be invited for interview on **Monday 24th June 2019**
- 3) The successful candidate will start their role immediately, subject to notice periods.