



## JOB DESCRIPTION, ROLES AND RESPONSIBILITIES

<b>JOB TITLE</b>	Coaching Officer – (full time, 40 hours per week)
<b>SALARY</b>	£18379 - £22573
<b>REPORTS TO</b>	Director of Cricket, Cheshire Cricket Board
<b>AREA</b>	West Cheshire

### MAIN PURPOSE OF JOB:

To be responsible for delivering a co-ordinated programme of activity and to provide quality coaching in a safe, friendly and professional environment for participants. There will be a specific focus on the development of young cricketers and promoting the Board's activities.

### MAIN RESPONSIBILITIES AND DUTIES:

- Assist with the delivery of the 'Chance to Shine' Programme, to include primary and secondary school coaching and competition management.
- Help develop structured links between schools, community groups and local clubs.
- Coach on the CCB Player Pathway sessions as instructed.
- Deliver and promote the ECB 'All Stars' and 'Dynamos' programme within club and school settings.
- Provide practical coaching support to clubs through the delivery of high-quality, child-centred sessions.
- Support the development of Women's and Girls in Cheshire.
- Promote the activities of the Cheshire Cricket Board.
- Take responsibility for completing and returning all necessary forms including a monthly timesheet, register of participants, risk assessments and accident reports.
- Operate in accordance with national minimum standards for coaches and activities.
- Be responsible for setting up and dismantling all the equipment required for each coaching session and ensure that it is always safe for use .
- Wear and maintain issued uniform or clothing as directed and to conduct yourself in a manner commensurate with the high-profile image of the Cheshire Cricket Board.
- Maintain a flexible approach commensurate with the aims of the Cheshire Cricket Board, working unsociable hours (evenings and weekends) as required.

<b>GENERAL STATEMENT</b>	The above responsibilities and duties do not include or define all tasks which may be required to be undertaken by the post holder. The responsibilities and duties may vary without changing the general character of the level of responsibility and duties involved. These factors are reflected in the grading of the post.
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<b>HEALTH AND SAFETY AT WORK</b>	The Health and Safety at Work Act states 'it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.'
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## Person Specification

**Essential**

**Desirable**

### **Qualifications and Training**

Minimum qualification – Cricket Foundation 1	E	
Attendance on First Aid and Level one Safeguarding Course or equivalent	E	
Disclosures and Barring Service criminal record check	E	

### **Experience and Understanding**

Experience of coaching young people, ideally in a range of environments including schools/ clubs/ youth clubs / community settings	E	
Flexible and creative approach to coaching	E	
Experience of undertaking risk assessments	E	
Understand child growth and development		D
Understand Safeguarding principles, policies and procedures	E	
Understand sports equity	E	

### **Key Skills**

Strong communication, interpersonal, planning and organisational skills.	E	
Be self motivated and have the ability to motivate others	E	
Good IT skills ability to review and adapt	E	
Ability to lead and support teams	E	
Ability to meet agreed targets	E	
Ability to work unsupervised	E	

### **Special Aptitudes**

Valid full driving licence and regular access to effective means of transport	E	
Flexible working week, available evening and weekends	E	
A willingness to learn and commitment to continuous professional development	E	
Commitment to and ability to promote equality of opportunity	E	