



CHESHIRE CRICKET BOARD
Facilities and Club Support Officer
Full time (40 hours)

Salary £28,579 - £31,750

Cheshire Cricket Board Limited have an exciting opportunity for a talented and passionate individual to join our professional staff as a full-time (40 hours) Facilities and Club Support Officer.

Reporting to the Clubs and Participation Manager, the successful candidate will play a key role in the successful roll out and delivery of the Board's County Facility Strategy in addition to supporting affiliated clubs in Cheshire with their wider development aims.

YOU'LL LOVE THIS JOB IF:

- You have a passion for facilities development and supporting the recreational club game
- You are a clear and articulate communicator who can inspire and influence others
- You can work independently and using initiative whilst also contributing to the team ethos
- You can confidently switch between high level strategy and detailed case work

YOU'LL BE DOING:

FACILITIES	CLUB DEVELOPMENT
Helping to develop, drive and deliver the Cheshire Cricket Board County Facility Strategy	Supporting clubs to achieve Clubmark Accreditation and compliance on the Safe Hands Management System (SHMS)
Supporting ECB grant schemes and other investment, linked to strategic priorities	Influencing Club Development Plans linked to welcoming and inclusive environments
Providing bespoke funding advice, technical expertise, and facility planning for clubs	Supporting and delivering a range of CPD opportunities for club volunteers (including EDI)
Working with key partners, including Local Authorities, to identify development opportunities	Contributing to the successful roll out of the County Volunteering Strategy
Supporting ECB's agreement with Sport England on planning issues and Playing Pitch Strategies	Supporting the Board's Coaching and Development officers
Supporting the delivery of campaigns and programmes to create a sustainable cricket network in Cheshire, including but not limited to: <ul style="list-style-type: none"> ○ Creating welcoming environments ○ Transforming facilities for Women and Girls ○ Tackling climate change 	Opportunity to coach on the Board's Player Pathway and Coach Development programmes (subject to qualifications and other commitments)

ALL APPLICANTS WILL NEED TO POSSESS:

- Current ECB DBS check
- Ability to travel independently between sites (full driving licence)
- Fully conversant with Safeguarding and EDI policies and procedures

YOU'LL HAVE (ESSENTIAL):

- Excellent communication skills, including the ability to work in one-to-one and small group environments with a wide range of people from volunteers to senior management
- Excellent time management
- Experience in project management and an eye for detail enabling you to work accurately and efficiently
- The ability to negotiate and manage customer expectations
- The ability to use digital systems and tools

YOU'LL HAVE (DESIREABLE):

Experience or good working knowledge of the following:

- Facilities development
- Business planning
- The planning system and Sport England policy
- Sustainability
- Recreational cricket network
- Local Authorities

YOU'LL RECEIVE:

- A competitive salary based on experience
- 25 days' holiday, plus bank holidays
- Company laptop
- Auto enrolment pension
- Travel expenses

SUPERVISION AND WORK PLANNING:

You will have access to office space available to you at Cheshire Cricket Board offices in Northwich. Your normal working days will be Monday-Friday and you will normally be expected to complete at least 40 hours in a week. You will not normally be required to work before 9am, however, due to the nature of the work involved in this position, you will be required to work some evenings and possibly weekends. You will be required to carry out your 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 principle 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 Cheshire Cricket Board Ltd

CCB are committed to following 'safer recruitment' practises. The role will be subject to an enhanced DBS check, robust contacting of references and safeguarding elements within the application and interview stages. The successful applicant will also be required to attend a 1:1 Safeguarding Induction and refresher courses as appropriate. The Closing Date for Applications is **Friday 17th February 2023**. Candidates invited for interview will be contacted via email by **Wednesday 22nd February**.

For an application form please contact michele.alder@cheshirecricketboard.co.uk or phone 01606 871200. If you require further information about this post, please contact Gareth Moorhouse on 07875 315193. Email: gareth.moorhouse@cheshirecricketboard.co.uk

We encourage applications from people of all backgrounds.
CCB is an equal opportunity employer committed to hiring a diverse workforce