

NORTHERN DISTRICTS CRICKET ASSOCIATION (INC)

JOB DESCRIPTION

JOB TITLE

Development Manager - Waikato

PURPOSE

- Positively contribute to the ND workforce and regional strategy.
- Implement delivery of NZC and NDCA development programmes/events.
- Grow experience and participation for male, female and multi-cultural.
- Lead operation in alignment with NZC and ND strategies, and objectives.
- Inspire the next generation of players and fans through progressive and aligned engagements to recruit and retain.
- Local safeguarding officer.
- Lead designated regional portfolios.
- Develop a club based junior structure in alignment with regional strategy.

SPECIFIC DUTIES & RESPONSIBILITIES

Management

- Implement the New Zealand Cricket community cricket strategic key priorities:
 - o School Engagement.
 - o Greater Cultural Inclusion.
 - o Female Participation Opportunities.
 - o Local Authority Relationships and Facilities
- Lead direct reports to ensure operational success, inclusive of Personal Development.
- Prepare an annual operation plan and budget in alignment with regional strategy.
- Manage successful achievement of NZC Cricket Network Partnership Investment (CNPI) Agreement KPIs (in collaboration with Competition staff).
- Identify and lead local funding opportunities to increase/support delivery capability.
- Lead reports which exceed required standards to relevant Boards, ND and NZC.
- Establish and build strong relationships with relevant Board and key stakeholders.
- Responsibility of designated regional lead safeguarding officer.
- Collation of annual NZ Cricket Census and analyse data for trends, issues and highlights.
- Liaise with key organisations: Regional Sports Trusts, Local Councils, School representative groups, etc.
- Leverage regional brands (or domestic equivalent) to engage the community.
- Provide regular and engaging content for social media and regional news.

ND Regional Portfolio Lead

- For any and all assigned portfolios:
 - o Develop and deliver a 'whole of region' plan that aligns with ND, NZC and Sport NZ strategy and philosophies.
 - o Support regional staff to deliver any plan elements in a local capacity.

Development

- Participation
 - o Establish and implement junior, youth and senior development plans to grow participation for both male and female.
 - o Establish and implement club support plans to grow and develop environments which offer opportunity for all levels of play, both male, female and multi-cultural.
 - o Implement college support plans to grow participation for both male and female.
 - o Manage the delivery of all regional SuperSmash hubs, inclusive of marketing support.

- o Lead all coach developer requirements to support the growth of coaches throughout the school and club systems (and as aligned with CNPI requirements).
- o Lead all support for CricHQ scoring platform and player database registration (in collaboration with ND Competition and Tournament Manager).
- o Establish and implement the optimal structure for junior games (Year 1-8) which best support ND stages of "Play, Games and Leagues", as aligned with regional strategy, Balance is Better and Keeping Up with the Play.

- Experience
 - o Establish and implement junior, youth and senior development plans to grow experiences for both male and female.
 - o Lead coordination of all school programmes inclusive of SuperSmash Awareness, SuperSmash Skills and SuperSmash festival days in alignment with regional targets and the vision to be "A Game for All, A Game for Life".
 - o Implement delivery of NZC and ND development programmes/events.
 - o Coordinate and deliver NZC or ND activation events associated to ND or NZC fixtures.
 - o Grow and deliver school tournaments in alignment with ND Regional Qualifiers.

Other

- Be a leading contributor to the ND team.
- Support match events such as SuperSmash and international fixtures when required.
- Other reasonable duties as and when required.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritize workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfillment of the duties, responsibilities, obligations, and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Technical and Personal Competencies

- Strong work ethic and outstanding verbal and written communication skills.
- Relevant experience and skills to build, engage and leverage stakeholder relationships.
- Understand the structures and mechanisms available to grow participation in sport.
- Understand structures which effectively assist player recruitment and retention.
- Capacity to create a sense of vision and goals to maximise team performance.
- Well-developed interpersonal skills with an ability to motivate, positively influence and build strong internal and external stakeholder relationships.
- Exceptional administrative skills including the ability to multi-task, prioritise work commitments and deadlines, whilst maintaining a strong attention to detail.
- Capable to work independently and as part of a team with the flexibility to interact with a wide range of staff/stakeholders including professional staff and volunteers.
- Excellent presentation and written communication skills.
- Full clean drivers licence.

Highly Desirable

- Tertiary qualification.
- NZC coaching certificate (or equivalent).

- Sport NZ Coach Developer qualification (or equivalent).
- Experience managing direct reports and operations within agreed financial parameters.
- Understand community participation in sport.
- Significant experience in sports administration/sporting industry.