



Position Title	Performance and Pathways Coordinator
Employer	Northern Districts Cricket Association
Full-time / Part-time	Full-time
Date Updated	January 2019
Reports to	GM Performance and People & GM Pathways
Key Internal Relationships	NDCA staff and players, including elite and age group levels
Key External Relationships	Major Associations, District Associations, New Zealand Cricket, Cricket Players Association, Corporate Travel Provider, Apparel Sponsors, Media and Broadcast partners.
Primary Objectives	<ul style="list-style-type: none"> • To provide high level planning, logistical and operational administration to high performance staff, including coaches across elite and pathway programs. • Plan and execute structured scheduling and management of high-performance cricket programs across the full calendar year. • Assist and contribute to developing a thriving high-performance environment that consistently produces Blackcaps and White Ferns.
Location (office)	Hamilton, New Zealand <i>* possibility for position to be based outside of Hamilton in the Northern Districts region for the appropriate candidate.</i>
Remuneration	To be agreed between parties
Start Date	February 2019

1. Technical and Personal Competencies

(a) Mandatory

- Advanced planning and administrative skills
- Effective time management
- Agile project management skills
- High level communication and relationship skills

(b) Highly desirable

- Understanding of high-performance environments
- Growth mindset
- Solutions focused problem solving skills
- Ability to work independently and remotely

2. Key Challenges / Performance Indicators

- Build trusting and respected relationships with key stakeholders including, managers, coaches, players and external parties.
- Execute all operational and logistical planning for cricket programs across elite men, women and talent pathways.
- Contribute to the execution and delivery of the strategic and operational plans across NDCA and the performance and pathways departments.

3. Key Responsibilities and Accountabilities

(a) Cricket Operations

- Collaborate and assist with all planning across the performance and pathways departments including the production and management of a full season calendar.
- Provide operational and administrative support to General Managers and Coaches
- Coordinate with management the running of age-group and senior training and matches/tournaments.
- Assist with the planning and execution of the Northern Premier League female cricket competition.
- Compile, update and publish NDCA player handbook, tournament manual, and District Association men's representative team manual.
- Manage the coordination and collection of all information and statistics relating to the NDCA season award process.
- Coordinate with all relevant staff reports on teams, competitions, events, and operations for the development of the NDCA annual report.
- Coordinate and control all team apparel and equipment across teams in both the Performance and Pathways programs.

(b) Team Management

- Provided efficient, timely and clear yearly, monthly and weekly plans for players and staff.
- Manage all team logistics including travel, accommodation, camps, trainings & match day for all teams across Performance and Pathways programs.
- Assist coaching staff with the execution of programs including trouble shooting as required.
- Assist in the development of processes and policies that promote personal development and growth amongst teams and individuals.
- Travel during the Super Smash campaign as a priority. Other travel may be required however need to have the ability to problem solve and work remotely as required from management and coaching staff.
- Complete all administrative tasks relating to allowances, expenses and match payments.
- Manage and record all individual and team appearance commitments
- Coordinate media requests and enquiries relating to Performance programs/teams including being match day contact point for media outlets and broadcasts.
- Assist the Regional Marketing Executive with content for digital channels

(c) Other

- Be an active part of the ND administrative team
- Other duties as directed by the CEO and/or NDCA Executive