



NORTHERN DISTRICTS CRICKET

Position Title	Development Officer – Hamilton & Raglan
Employer	Northern Districts Cricket Association (NDCA)
Full-time / Part-time	Full Time
Date	November 2019
Reports to	Development Manager - Waikato
Direct Reports	Nil
Key Internal Relationships	GM Community, Development Manager – Waikato, Development Officers & Activators, Competitions & Communications Administrator, HCA Board/Cricket Committee
Key External Relationships	NZC Participation Team, Affiliated clubs, local schools and colleges, local council, Waikato Secondary Schools Sports Association, local Regional Sports Trusts
Primary Objectives	<ul style="list-style-type: none"> • Develop sustainable participation opportunities across a modern and increasingly diverse Hamilton region • Deliver NZC community programmes • Deliver NZC coach practical's for qualifications • Enhance grassroots capability in clubs and school • Implement NDCA community strategic goals across the Hamilton region
Location (office)	Seddon Park, Hamilton, New Zealand
Start Date	01 December 2019

1. Technical and Personal Competencies

(a) Mandatory

- Full clean drivers licence
- Ability to influence stakeholders of all levels
- Intermediate to Advanced Microsoft Office skills
- Excellent presentation and written communication skills

(b) Highly desirable

- Understanding/experience in community sport as player / administrator/ volunteer
- NZC (or equivalent) Coach Qualification
- Coach Developer experience

2. Key Performance Indicators

- Growth of community participants numbers
- Diverse community pathway opportunities developed
- Ensure achievement of all community Cricket Network Partnership Agreement KPI's

3. Key Responsibilities and Accountabilities

- Growth
 - Inspire and grow sustainable 'whole of community' opportunities, catering for a diverse range of ages, abilities and commitments across both male and female.
 - Increase participation across all school tournaments including but not limited to the ANZ Primary Cup & Shield, Junior Secondary School Boys, Gillette Secondary Boys and Gillette Venus Secondary Girls
 - Support the delivery of Coach Developer Plans, to best ensure vibrant experiences.
 - Establish best practice guidelines to promote inclusive club environments
 - Support CricHQ education for all clubs and schools
- Operation
 - Deliver an Annual Plan across the Hamilton region and provide monthly reports
 - Coordinate and deliver the NZC programmes across Hamilton
 - Lead all NZC activation events related to SuperSmash or international matches located at Seddon Park
 - Lead all CNPI KPI's to be achieved within the Hamilton region
 - Provide monthly delivery and forecasting reports
- Communication
 - Provide regular content (stories and photos) for regional websites and social media
- Financial
 - Administration of holiday programme and SuperStar Cricket registrations
- Other
 - Organise forums/workshops as required to educate, inform, support and resource Clubs/schools
 - Other reasonable duties as and when required