



Position Title	Development Manager - Waikato
Employer	Northern Districts Cricket Association (NDCA)
NDCA Purpose	"Connecting People, Creating Memories"
Full-time / Part-time	Full-time
Date	September 2020
Reports to	GM Community
Direct Reports	Development Officer – Thames Valley & seasonal delivery workforce (FTE, PTE and Casual)
Key Internal Relationships	GM Community, Competition & Tournament Manager, Pathway Manager – Waikato, HCA Board, WVCA Board
Key External Relationships	Clubs, Schools (primary, intermediate and colleges), Local Councils, Sport Waikato, NZC Participation team, wider NDCA community team
Primary Objectives	<ul style="list-style-type: none">• Positively contribute to the Community team and regional strategy.• Implement delivery of NZC and NDCA development programmes/ events.• Grow participation across all products, programmes, competition structures and offerings.• Determine and implement the optimal junior structure in alignment with regional strategy.• Establish and grow 'whole of participant' opportunities and structures across female, male and multi-cultural.• Inspire the next generation of players and fans through progressive and aligned engagements focused on recruitment and retention.• Lead safeguarding officer across the region• Identify local funding opportunities to increase/support delivery capability.• Manage and deliver all regional NZC CNPI KPI's.• Strengthen relationships across community stakeholders.
Location (office)	Seddon Park, Hamilton

1. A. Technical and Personal Competencies

- Strong work ethic and outstanding verbal and written communication skills
- Full clean drivers licence
- Passion to grow 'whole of community' participation opportunities within the region
- 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

B. Highly desirable

- NZC coaching certificate (or equivalent)
- Sport NZ Coach Developer qualification (or equivalent)
- Experience managing direct reports
- Cricket experience (as a participant/administrator/volunteer/fan)
- Understand community participation in sport
- Capacity to manage within overall agreed financial parameters

- Significant experience in sports administration/sporting industry

2. Key Responsibilities and Accountabilities

• Development

- Coordinate delivery of all school programmes inclusive of SuperSmash Awareness, SuperSmash Skills and SuperSmash festival days in alignment with regional targets and the New Zealand Cricket vision to be “A Game for All New Zealanders, A Game for Life”.
- Identify opportunities for funded projects across the Waikato, eg. RST funding
- Manage the delivery of all regional SuperSmash hubs
- Establish and implement club support plans to grow and develop environments which offer opportunity for all levels of play, both male and female and multi-cultural.
- Establish and implement college support plans to grow and develop participation for both male and female
- Establish and implement junior club and school support plans to grow and develop participation for both male and female
- Lead all coach developer requirements to support the growth of coaches throughout the school and club systems (and as aligned with CNPI requirements).
- Lead all clubs and schools support structures for CricHQ scoring platform and player database registration and administration (in collaboration with NDCA Competition and Tournament Manager)
- Coordinate and deliver any NZC or NDCA activation events associated to NDCA or NZC fixtures.
- Establish and implement the optimal structure for junior games (Year 1-8) which best support NDCA stages of “Play, Games and Leagues”.
- Assist and support the delivery of the NDCA NPL and Junior NPL.
- Grow participation and deliver school tournaments in alignment with NDCA Regional Qualifiers for Primary School Cup & Shield, Junior Secondary School Boys, Gillette Cup and Gillette Venus Cup.

• Management

- Prepare an annual operation plan and budget with the GM Community in alignment with regional targets and strategy.
- Manage the successful delivery of all development NZC Cricket Network Partnership Investment (CNPI) Agreement KPI’s (in collaboration with NDCA Competition & Tournaments Manager)
- Provide monthly reports (or as required) to relevant Boards
- Establish and build strong relationships with relevant Boards.
- Responsibility of Waikato lead safeguarding officer.
- Manage and support any direct reports to ensure operational success, inclusive of Personal Development opportunities.
- Ensure all reports exceed the criteria of New Zealand Cricket and any other funders.
- 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.

• Marketing

- Leverage the regional brands (or domestic equivalent) to engage and activate the community.
- Provide regular and engaging content for social media and regional news.

• Other

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