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| Position Title | Development Activator – Programmes |
| Employer | Northern Districts Cricket Association (NDCA) |
| Full-time / Part-time | Full Time, Permanent |
| Date | March 2021 |
| Reports to | General Manager - Community |
| Direct Reports | Nil |
| Key Internal Relationships | GM Community, NDCA Community Staff, Competitions & Tournaments Manager |
| Key External Relationships | NZC Community 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"> • Lead all bookings and stakeholder communication for National Programme delivery inclusive of (but not limited to) SuperSmash Awareness, SuperSmash Skills, SuperSmash Festivals, SuperSmash Hubs and Yeah Girls. • Develop programme products and associated delivery training requirements to ensure quality experiences and delivery consistency. • Support local Development Managers to coordinate delivery staff for all programmes inclusive of required trainings. • Create and operate effective and efficient regional booking and report systems which meet the needs of all stakeholders. • Increase school and student saturation rates for school programme delivery and registrations at SuperSmash Hubs and Yeah Girls. • Lead a region-wide marketing campaign for all programmes. |
| Location (office) | Seddon Park, Hamilton, New Zealand |

1. Mandaroty Technical and Personal Competencies

- A formal qualification relevant to sports administration or sports science.
- Full clean drivers licence
- Ability to influence stakeholders of all levels
- Intermediate to Advanced Microsoft Office skills
- Excellent presentation and written communication skills
- Understanding/experience in community sport as player / administrator/ volunteer
- NZC (or equivalent) Coach Qualification
- Coach Developer experience

2. Key Challenges / Performance Indicators

- Growth of programme participants numbers to support game development.
- Sustainable and efficient administrative systems developed and implemented.
- Diverse community participant opportunities developed
- Achievement of all relevant Cricket Network Partnership Agreement KPI's

3. Key Responsibilities and Accountabilities

- **Growth**
 - i. Inspire and grow sustainable 'whole of community' opportunities for a diverse range of ages, abilities and commitments across both male and female.
 - ii. Increase participation and saturation across all national programmes inclusive of, but not limited to SuperSmash Awareness, SuperSmash Skills, SuperSmash Festivals, SuperSmash Hubs and Yeah Girls.
 - iii. Develop programme products and systems (organisation, reporting and training etc) to ensure all programme formats are delivered in alignment across the region.

- iv. Support local Development Managers with calendar of bookings and ensure full hand-over for in-season deliver staff organisation (local Development Managers will lead the day-to-day staffing for programme delivery).
- **Operation**
 - i. Coordinate an Annual Plan of programmes across the region.
 - a. Deliver programmes where required/beneficial.
 - ii. Support CricHQ programme registration (collaboration with Development Managers).
 - iii. Create and lead a regional marketing campaign across all programmes.
 - a. Ensure websites and social media platforms are updated regularly.
 - iv. Support and assist all NZC/ND activation events related to SuperSmash or International matches across the Northern Districts region.
 - v. Assist all relevant CNPI KPI's to be achieved within region.
 - vi. Provide delivery and forecasting reports as required.
- **Communication**
 - i. Provide regular content (stories and photos) for regional websites and social media.
 - ii. Create and operate a contact list of all schools within the NDCA region.
 - iii. Create standardised communication tools for use across the region.
- **Financial**
 - i. Support Development Managers with administration of any programme requirements, eg budgeting processes.
- **Other**
 - i. Other reasonable duties as and when required