

POSITION DESCRIPTION



Position Title	Development Manager
Employer	Bay of Plenty Cricket Association ("BOPCA")
Full-time / Part-time	Full-time
Date	August 2018
Reports to	GM Community Cricket – Northern Districts Cricket BOPCA Board
Direct Reports	BOPCA Women's Cricket Officer Seasonal Development Officers
Key Internal Relationships	BOPCA Staff & BOPCA Board
Key External Relationships	Sub Association staff and boards Club and School Cricket Ambassadors, Local Councils, Sport Bay of Plenty, Northern Districts Cricket staff and management NZC Participation team
Primary Objectives	<ul style="list-style-type: none"> • Inspire the next generation of players and fans • Think differently, delivery differently, engage differently • Grow female and multi-cultural participation in cricket • Implementation of community cricket delivery across the BOPCA region • Growing participation across all cricket products and offerings • Strengthening relationships across community cricket stakeholders such as clubs and schools
Location (office)	Mount Maunganui, New Zealand

1. Technical and Personal Competencies

- Strong work ethic
- Relevant experience with building and leveraging stakeholder relationships
- An appreciation of the avenues available for growing participation in sport
- Demonstrated understanding of player pathways to effectively contribute to programs that assist with player retention and development
- The capacity to create the sense of vision and direction and to set the goals needed to maximise team performance
- The stature and maturity to gain the respect of key stakeholders
- The verbal and presentation skills to be able to liaise, engage and manage stakeholder relationships at all levels
- Well-developed interpersonal skills with an ability to motivate, positively influence and build strong stakeholder relationships
- Outstanding verbal and written communication skills

POSITION DESCRIPTION



- Exceptional administrative skills including the ability to multi-task, prioritise work commitments and deadlines, whilst maintaining a strong attention to detail
- Capable of working independently and as part of a team with the flexibility to interact with a wide range of staff/stakeholders including professional staff and volunteers

Highly desirable

- NZC coaching certificate
- Experience managing a team of casual workforce
- Cricket experience
- Understanding of community participation in sport
- Capacity to manage within overall agreed financial parameters
- Significant experience in sports administration/sporting industry

2. Key Challenges / Performance Indicators

- Increase and manage the number of children experiencing cricket for the first time through NZC introductory products/programs
- Influence, inspire and assist key cricket stakeholders to adopt and roll-out New Zealand Cricket and Northern Districts initiatives and programs.

3. Key Responsibilities and Accountabilities

A) NDCA DEVELOPMENT

Management

- Prepare an Annual Plan with the GM Community Cricket for the Cricket Development Programme which meets KPI's set by New Zealand Cricket.
- Manage the New Zealand Cricket Development Programme within BOPCA.
- Oversee the introduction of the new junior formats in BOPCA as directed by NZC.
- Drive and support staff and other users in online system usage and up-to-date entry of participation data.
- Devise a budget in consultation with the GM Community Cricket and BOPCA Board/Management and liaise with BOPCA finance as required.
- Liaise with Sub Association staff and other stakeholders to implement a communication strategy which ensures schools, clubs, players, coaches and parents/guardians are equipped with required information to be involved with the programme.
- Liaise with key organisations: Regional Sports Trusts, Local Councils, School representative groups etc.
- Ensure all reporting on Community Cricket exceeds the criteria of New Zealand Cricket and any other funders.
- Manage the collation of annual NZ Cricket Census and analyse data for trends, issues and highlights within BOPCA.
- Attend regular meetings of the Cricket Development Managers to ensure consistency of delivery and improvement in programs.
- Provide the GM Community Cricket and BOPCA Board with a comprehensive program monthly and end of season report.

POSITION DESCRIPTION



Delivery

- Manage the Seasonal Development Officer workforce and work with Sub Association staff within BOPCA to ensure success in BOPCA's participation goals and objectives.
- Promote programs and initiatives for increasing the number of schools and clubs that run junior teams across a range of age groups.
- Promote programs and initiatives for increasing the numbers of and supporting new coaches, scorers and umpires
- Promote and educate clubs and schools on safe sporting environments and their responsibilities.
- Leverage the Northern Spirit and Northern Knights brands (or domestic equivalent) to engage and activate the cricket community.
- Oversee the delivery of a Junior NPL (female cricket) program and assist and support in the promotion of it.
- Oversee the implementation of the Go Girl program within BOPCA.
- Align Cricket Development Plans with demographic trends to maximise effectiveness of these programs.

B) BOPCA DEVELOPMENT

Delivery

- Manage delivery of the Sport Bay of Plenty CoachForce programme including coordinating work performed by the BOPCA Pathway Manager
- Oversee the delivery of other funded development programmes as required, e.g. KiwiSport
- Oversee club support programmes in the region including club health checks
- Oversee administration of Baywide cricket competitions