



**Position Title:** Early Engagement Programme and Pathway Programmes Operations Lead – Women and Girls

**Responsible to:** Head of Talent Pathways

**Location:** Gloucestershire County Cricket Club, Seat Unique Stadium, Bristol

**Term:** Permanent, Full Time (0.5 EEP Lead and 0.5 Pathway Programmes Operations)

**Role:** ASAP

**Salary:** £25,000 per annum

### **Role Purpose:**

The Early Engagement Programme (EEP) Lead will oversee the delivery and management of the EEP, designed to increase diversity, broaden the talent pool, and inspire lifelong engagement in cricket for girls aged 9–12. Additionally, the Pathway Programmes Operations Lead will provide essential administrative and operational support for the Girls Emerging Players Programme (EPP), County Age Group (CAG) pathway, and the EEP, ensuring seamless delivery of programmes and communication with stakeholders.

This combined role is integral to Gloucestershire Cricket's commitment to creating fair and accessible opportunities for players, aligning with Gloucestershire Talent Development Framework and the overarching objectives of the ECB.

### **Key responsibilities**

#### **Early Engagement Programme Lead (0.5 Role)**

##### **Programme Implementation and Delivery:**

- Deliver a development programme in line with Gloucestershire's Talent Development Framework and ECB guidelines.
- Ensure the programme provides a comprehensive winter training programme and summer match-play opportunities.
- Facilitate integration of non-traditional cricketing environments, to reach a broader base of players.

##### **Player Development:**

- Work with coaches to ensure players receive quality match-play experiences, with opportunities for stretch and challenge for high-performing players.
- Oversee mechanisms for fast-tracking players into the CAG programme.

### **Programme Coordination:**

- Manage the delivery of winter training programmes and summer match-play, ensuring a minimum of 8 days of summer match play per year for all participants.
- Provide regular updates to Head of Talent Pathways to monitor and evaluate programme outcomes.

### **Diversity and Inclusion:**

- Use data to monitor progress towards increasing diversity within the talent pathway, focusing on ethnicity, socio-economic factors, schooling, and recruitment sources.
- Alongside the Head of Talent Pathways set and achieve county-specific targets for broadening the base of players entering the pathway.

### **Pathway Programmes Operations Lead (0.5 Role)**

#### **Administrative Support:**

- Provide effective operational and administrative support to the Head of Talent Pathways for the women and girls programmes.
- Maintain up-to-date records for all participants and coaching staff, ensuring GDPR compliance.
- Maintain up-to-date records for all casual coaching staff, ensuring compliance with all safeguarding procedures.

#### **Communication:**

- Act as the main point of contact for casual coaching staff, parents, and guardians, providing clear and timely communication regarding training sessions, fixtures, and events.
- Oversee the use of digital platforms such as Spond to streamline communication with participants and families.

#### **Logistics and Budget Management:**

- Book winter training facilities, summer fixtures venues, and coordinate equipment needs, under the guidance of the Head of Talent Pathways.
- Regularly update budgets to ensure programme delivery aligns with financial parameters.

#### **Programme Delivery Oversight:**

- Coordinate coaching schedules and ensure effective allocation of resources for training and match-play sessions for EEP.
- Be a regular presence at sessions, providing delivery, guidance and support to casual coaching staff.
- Source and Support interns from partner institutions ensuring alignment with Gloucestershire's Talent Development Framework, with the support of the science and medicine team.

### **Key Skills and Attributes:**

- Passionate about cricket and player development, with a clear commitment to diversity and inclusion.
- Strong organisational and time-management skills, with the ability to manage multiple programmes and stakeholders effectively.
- Excellent interpersonal and communication skills, capable of working with players, coaches, and parents in a professional and empathetic manner.
- Analytical mindset with the ability to use data to monitor and evaluate programme success.
- Flexibility to work evenings and weekends, as required by programme demands.

### **Essential Qualifications and Experience:**

- ECB Level 2 (or equivalent) coaching qualification, with a commitment to completing the ECB Advanced Coach qualification within 12 months of appointment.
- Demonstrable experience in cricket coaching and programme delivery, ideally within a talent pathway setting.
- Proven administrative and operational skills, with experience in managing budgets and logistical planning.
- Proficiency in digital communication tools and data management platforms.

### **Desirable Qualifications and Experience:**

- Knowledge of Gloucestershire's Talent Development Framework or similar player development frameworks.
- Experience working within the women and girls' cricket landscape.

### **Working Conditions:**

- The role requires flexibility, including regular evening and weekend work to support programme delivery.
- Travel to venues across Gloucestershire and neighbouring counties will at times be required.

### **Application Process:**

To apply, please send your CV and a cover letter detailing your experience and suitability for the role to [TalentPathway@glosccc.co.uk](mailto:TalentPathway@glosccc.co.uk) by January 15<sup>th</sup>. Interviews will take place the week of the 27<sup>th</sup> January.

Gloucestershire Cricket is committed to safeguarding and promoting the welfare of children and young people. Successful candidates will be required to undergo an enhanced DBS check.

**This Job Description should not be regarded as exclusive or exhaustive. It is intended as an outline of areas of major activity and will be amended in the light of changing circumstances at GCCC.**

The role holder will work on a flexible, "as required" basis and will be offered work assignments extensively on weekends and evenings. There are no normal hours of work and this role will require an exceptional amount of flexibility. However, the club is committed to the wellbeing of its employees and will ensure that the role holder has required working breaks.