**Job Description**

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| Job Title: Boys CAG Squad Manager |  |
| Name of Jobholder: |  |
| Reports to (title): Cricket Development Manager Hea |  |
| Department: Lancashire Cricket Foundation |  |
| Date: March 2021 |  |
| Term: Annual Review |  |
| Main Purpose of the Job  You are responsible for administering squad activity for the Boys Under 12s County Age Group Squad.  Brand Ambassador for Lancashire Cricket and to have a passion for player development within the Lancashire Cricket Player Pathway. |  |
| Specific Tasks and Responsibilities  Administration  Make all trial and matchday arrangements and attend all. Trials and matchdays tend to take place during the traditional working day.  Maintain player databases and comply with GDPR regulations.  Attend squad sessions as appropriate.  Inform players of matchday selection.  Familiarise coach with the rules of competition.  Liaison with players/parents around training and matchday arrangements.  Liaise with the host ground and opposition as appropriate.  Submit annual report to the Lancashire Cricket Performance Department.  Matchday Responsibilities  Arrive in sufficient time to check arrangements and meet host officials.  Liaison with the Head Coach on appropriate cricket and logistical matters.  Meet umpire and opposition officials re format and conditions.  Check the facility post-match for belongings and cleanliness.  Assist the Head Coach in Team Selection  Submit team sheet to umpires.  Provide match balls to umpires (home games only)  Arrange and confirm an appropriate scorer and ensure the full scorecard is uploaded to Play-Cricket  Professional Standards:  Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications  Be available for flexible hours which will include may include evening and weekend work to meet the needs of the squad.  Follow Data Protection principles and policies and keep data secure and encrypted as advised  Engage in a managed continuous personal development plan, based on a learner centered approach and the needs of the role  To operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket  To adhere to the Lancashire Cricket Foundation’s Policies and Procedures on confidentiality and the management and sharing of information  Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners.  Note:  The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested.  This is a casual car user post – applicants should have a full current driving license and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post.  This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.  Confidentiality  Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.  Disclosure  Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our County Welfare Officers or a member of the management team.  The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has decided that this shall be at the ENHANCED level. By completing an application for this post, you agree to this procedure.  Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdbs.co.uk |  |

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| Knowledge / Experience / Skills Needed  Skills and Knowledge  Understanding of the Lancashire Way  Understand ECB development pathway and coaching guidelines relevant to the coaching and development role.  Strong communication, interpersonal, planning and organisational skills  Be self-motivated and have the ability to motivate others  Ability to review and adapt  Ability to work within a team  Ability to meet agreed targets and deadlines  Ability to work unsupervised  Good IT skills  Ability to evaluate all activity in agreed format  Able to operate safely within the workplace by identifying risk and using safe working practices  Excellent organisation, planning skills and ability to multi-task.  Excellent communication skills, both verbal and written.  Experience / Qualifications / Training  Experience of working within a cricket player pathway.  DBS clearance to an enhanced level.  Attendance on First Aid and Safeguarding & Protecting Children courses  Experience of undertaking risk assessments  Desirable Additional Requirements  ECB UKCC Level 2 or equivalent cricket coaching qualification  Understand the meaning of sports equity.  An understanding of child protection and welfare principles, policies, and procedures  Experience in administration role.  Experience of player development |  |
| Assignment and planning of work  Lancashire Cricket Foundation Cricket Development Manager and Lancashire Cricket Performance Department  Deputy Manager   |  |  | | --- | --- | | **Agreed and signed by** |  | | **Jobholder** |  | | **Manager** |  | | **Date** |  | | **Date to be reviewed** |  | |  |