



Cornwall Cricket Board

Managing Director: Joe Skinner

Tel: 07785722251

joe.skinner@cornwallcricket.co.uk



Job Title: Women and Girls Pathway Assistant

Hours of work: Flexible/Seasonal

Reports to: Pathway Manager

Date effective: September 2025

Remuneration: £24,322 - £26,847 (pro rata) (based on experience and subject to future job evaluation processes)

Contract: 1100 hours per year (Fixed term - 2 years)

Do you have a passion and knowledge of youth development, the desire to develop individuals, supporting them in reaching their goal, ambitions and changing lives through the delivery of cricket? If you are passionate about making a difference to young people in cricket in Cornwall, we encourage you to apply.

Cornwall Cricket Board is at the heart of the cricket community in Cornwall, supporting and enhancing communities by providing people with opportunities to engage, participate and develop in a safe and enjoyable way. Our vital work is supported by the funding from the National Governing Bodies, charities and grant making organisations, along with public donations. We are looking for a Pathway Assistant to help develop players who are starting in the pathway programme whilst supporting them to reach their potential.

Cornwall Cricket Board is committed to ensuring that all children* and adults who participate in Cricket are made to feel welcome and have a safe, positive experience within the cricket. The safeguarding and support of children and adults in cricket is of paramount importance to us all. (*Children refer to those aged under 18 years)

YOU'LL LOVE THIS JOB BECAUSE:

- You are passionate about the development of young players.
- You have passion and desire to commit to ongoing self development.
- You have a vision for the future of cricket development.
- You possess good communication and administration skills
- You have an unshakable can-do attitude.
- You can work independently and use initiative whilst also contributing to a close-knit team.
- You can confidently switch between high level strategy and detailed work.

KEY RELATIONSHIPS

Cornwall Cricket Pathway Manager, Pathway players and parents, casual coaches, club coaches, Clubs CCB staff, South West County Pathway Staff, ECB Regional and National Pathway Staff.

CORE RESPONSIBILITIES

- Working collaboratively with the Pathway Manager to ensure that Girls and Women's Pathway programmes are fully integrated and aligned to the whole Player Pathway in Cornwall.
- To lead and deliver on the summer match and winter training pathway, in particular the MCCF programmes into the County age groups and Senior Women's stage of development.



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- To coordinate and deliver with the Pathway Manager the girls pathway annual observation sessions.
- To administer the girls county age group programme, e.g. facility bookings, communication and reporting.
- To deliver a 1:1 commercial coaching offer annually.
- To work with partners to deliver and enhance coaching opportunities for girls in areas such as Truro College Academy, Schools and Clubs.
- Playing an active part in Coach Development across Cornwall to support the links between clubs and pathway cricket, particularly in Girls Cricket.
- To deliver activity as and when the CCB line manager directs.

Administration

- To support and deliver the player and parent communications across the pathway programme.
- To support the rollout of the communications to the casual coaching staff.
- To coordinate the bookings for the summer match programmes.
- Oversee and maintain the Pathway section of the CCB Website.
- Liaise with our Marketing and Communications Officer as and when needed to promote the impact and pathway programme.

Essential qualifications & skills

- UKCC 2 or Core Coaching qualification.
- Excellent verbal, written and digital communication skills.
- To be flexible to working hours when the need arises.
- The desire to continually personally develop.
- To be able to work as part of a team and independently.
- To be able to work to deadlines.
- The ability to communicate effectively, clearly and concisely.
- Enhanced DBS vetting check, (can be applied for once employed).
- The ability to travel between sites.
- Excellent leadership skills.

Desirable qualifications

- ECB Core/UKCC2 Coaching Course.
- First Aid. (can be applied for once employed).
- Safeguarding in a Specific Role - Coaching. (can be applied for once employed).
- Experience of coaching pathway age groups.
- An understanding of Equity Diversity and Inclusion.

YOU'LL RECEIVE:

- Competitive salary commensurate with experience
- 21 days' holiday, plus bank holidays (Pro Rata)
- Use of a Cornwall Cricket Board Laptop and mobile phone
- Auto enrolment pension
- Travel expenses



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SUPERVISION AND WORK PLANNING:

You will have office space available to you at The Cornwall Cricket Centre, College Road, Truro, Cornwall, TR1 3XX. However, you will also have the ability to work in a hybrid manner, but there would be an expectation to access the office for a minimum of one day a week. You would need to be prepared to work outside of normal working hours and days.

Due to the nature of the work involved in this position, there is no set amount of hours per week, there will be times when there are many game days and evening winter coaching sessions. You will be required to work around the commitments, work evenings and weekends depending on the nature of the season and associated activity we require to be covered.

You will be required to carry out your duties at such times and on such days that are the most effective to perform the responsibilities of the position.

GENERAL

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Cornwall Cricket Board Ltd. If you require further information about this post, please contact Joe Skinner on 07785 722251 or joe.skinner@cornwallcricket.co.uk.

If you would like to be considered for this vacancy, please download the form from our vacancies section of the website, complete then send to Joe Skinner, joe.skinner@cornwallcricket.co.uk.

IMPORTANT DATES

- Deadline for applications is:
- Candidates invited for interview will be contacted via email by:
- Interviews will be held at The Cornwall Cricket Centre the week commencing:

Cornwall Cricket Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment process all roles are subject to an enhanced or standard DBS check (as appropriate to the role) and two satisfactory references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Cornwall Cricket Board is committed to being an Equal Opportunities Employer.