



# Cornwall Cricket Board



Chief Executive Officer: Joe Skinner

Tel: 07785722251

[joe.skinner@cornwallcricket.co.uk](mailto:joe.skinner@cornwallcricket.co.uk)

**Job Title: Club & Community Development Officer**

**Hours of work: 22.5 hours per week**

**Reports to: Head of Club and Community**

**Date effective: September 2025**

**Remuneration: £23,809 - £25,503 (pro rata)**

**Contract: Fixed term – 2 year fixed term contract**

Cornwall Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

## ROLE OVERVIEW

Clubs are at the heart of communities across Cornwall, supporting and enhancing their environment by providing people with opportunities to engage and participate in safe and enjoyable activities. We need to make sure that our clubs are progressing and developing so that their clubs remain central and relevant to the community they serve.

If you are passionate about making a difference in your local community and giving people the opportunity to play cricket in a fun and enjoyable way, we'd encourage you to apply, even if you don't think you meet all the criteria.

The England and Wales Cricket Board (ECB) and Cornwall Cricket Board are committed to ensuring that all children\* and adults who participate in Cricket are made welcome and have a safe and 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 giving people the opportunity to play sport and cricket.
- You want to work for a sporting organisation which seeks to place the community at the heart of everything it does.
- You share our passion for promoting inclusion and equality.
- You have an unshakable can-do attitude.
- You can work independently using your initiative whilst also contributing to a close-knit team.

## KEY RELATIONSHIPS

Cornwall Cricket Staff, County Cricket Board, Cornwall Cricket Member Organisations, Cricket Clubs and Schools.

## CORE RESPONSIBILITIES



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## 1. Participation Growth

- Develop and deliver initiatives to increase participation.
- Work with cricket clubs to set up and support sustainable club junior sections.
- Support and promote ECB programmes such as *All Stars Cricket*, *Dynamos Cricket*, and *Women's Softball Festivals*.
- Work with schools, community groups, and local partners to create pathways into the club.

## 2. Club Development & Sustainability

- Support club development on a needs basis.
- Support the club committee with the planning and delivery of the club's development plan.
- Identify funding opportunities and assist with grant applications.
- Support volunteer recruitment, diversity, retention, and training.

## 4. Community Engagement & Partnerships

- Build strong relationships with schools, community organisations, and local authorities.
- Organise and promote community events to raise the profile of the club.
- Provide additional opportunities for people to participate in cricket outside of the club environment, such as holiday camps, commercial schools and competitions.
- Deliver 1:1 coaching sessions (dependent on experience)
- Deliver any other opportunities that are determined to fulfil the role.
- To be an EDI champion within the Cornwall Cricket network.

## 5. Safeguarding & Inclusion

- Work closely with the Club Safeguarding Officer to ensure a safe and welcoming environment
- Embed equality, diversity, and inclusion principles across all club activities.

## 6. Administration & Communication

- Maintain accurate participation records and report to funders/partners as required.

## CORE SKILLS

- Have knowledge and experience of Cornwall Cricket Board's Safeguarding Policy and the ECB Safe Hands Policy.
- A passion for and experience of engaging schools, children and adults to take part in cricket and sport.
- Experience of delivering sports development programmes to children and/or hard to reach groups within the club, school and pathway environments.
- Experience of working with volunteers & community groups.
- Experience of delivering sports events to large numbers of participants.
- Highly developed communication skills in a variety of formats e.g. face to face, phone and email.



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- Adaptable nature accommodating flexible working patterns meeting the needs of working with volunteers.
- Strong organisational and planning skills
- Social media skills
- An ability to manage time and competing demands to maintain a healthy work/ life balance.

## CORE QUALIFICATIONS

- A Valid enhanced DBS vetting check, (can be sorted once employed)
- A minimum of a Foundation Coach coaching qualification
- Safeguarding Young Cricketers or equivalent qualification
- Basic First Aid with Basic Life saving

## YOU'LL RECEIVE:

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

## SUPERVISION AND WORK PLANNING:

You will have an 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, however there will be an expectation that you will work in the office a minimum of one day a week. You would need to be prepared to work outside of normal working hours and days, especially during the cricket season (April – September).

You will normally be expected to complete 22.5 hours in a week. You will not normally be required to work before 9am, however, due to the nature of the work involved in this position, you will be required to work some evenings and weekends depending on the nature of the 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](mailto:joe.skinner@cornwallcricket.co.uk).



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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](mailto:joe.skinner@cornwallcricket.co.uk).

## **IMPORTANT DATES**

- Deadline for applications is (TBC)
- Candidates invited for interview will be contacted via email by (TBC)
- Interviews will be held at (TBC) the week commencing (TBC)

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