



# Cornwall Cricket Board

Chief Executive Officer: Joe Skinner

Tel: 07785722251

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



**Job Title: Pathway Assistant**

**Hours of work: 37.5 hours per week**

**Reports to: Pathway Manager**

**Date effective: February 2024**

**Remuneration: £25,500 - 27,000 (based on experience and subject to future job evaluation processes)**

**Contract: Permanent**

Do you have a passion and knowledge of youth sport development, the desire to develop individuals, supporting them in reaching their goals, ambitions and changing lives through the delivery of sport? If you are passionate about making a difference to cricket in Cornwall, we'd encourage you to apply, even if you don't think you meet all the criteria.

Cornwall Cricket is at the heart of communities across Cornwall, supporting and enhancing communities by providing people with opportunities to engage and participate in a safe and enjoyable activity. 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 in the pathway programme to reach their potential.

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)

The Cornwall Pathway is the representative cricket programme, starting with the MCCF Hubs to our Early Engagement Phase (EEP) through to the Emerging Player Programme (EPP) and all county age groups in between for both girls and boys.

## **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 Development is fully integrated and aligned to the whole Player Pathway in Cornwall.



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- To deliver in the summer match and winter coaching programme where required.
- To deliver a 1:1 commercial coaching offer annually.
- To work with Partners to deliver coaching opportunities, such as Truro College Academy, Schools and Clubs.
- Playing an active part in Coach Development across Cornwall.
- Have an awareness and involvement in club development so as to make sure the talent pool is developing.
- To deliver activity as and when the CCB line manager directs.

## Administration

- To support and deliver the communications across the pathway programme.
- To support the rollout of the communications to the casual coaching staff.
- To support the bookings for the summer match programmes.
- Liaise with appropriate CCB staff members to promote the programme and seek additional resources.

## 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 level 3 or Advanced coaching qualification.
- 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
- Use of a Cornwall Cricket Board Laptop and mobile phone
- Auto enrolment pension
- Travel expenses

## SUPERVISION AND WORK PLANNING:



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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.

You will normally be expected to complete 37.5 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 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).

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 Friday 13th May 2026
- Confirmation of Shortlisting end Monday 18th 2026
- Interviews will take place on either Thursday 21st or Friday 22nd May.

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.