

<b>Position:</b>	<b>Community Cricket Competitions Administrator (Fixed Term)</b>
<b>Department:</b>	Community Cricket
<b>Manager:</b>	Manager – Clubs, Competitions and Diversity
<b>Direct Reports:</b>	Nil
<b>Role Purpose:</b>	Support the operations of the WACA Community Cricket Department and the Community Junior Cricket Council
<b>Document Date:</b>	July 2019

### Strategic Goals linked to this position

- *We will create the best participation experiences to grow junior cricket and ensure best practice model for senior community competitions*
- *We will be the leading sport for women & girls and all diversity groups*
- *We will promote cricket to inspire a love of the game in WA*
- *We will use technology to deliver great experiences for Members, fans, participants and volunteers*

### Key Responsibilities

- Under the direction of respective Competition Managers, support the delivery and expansion of WACA Community Cricket Department run competitions in alignment with the WACA strategy and needs of the Community Cricket Department.
- Provide first-class customer service to clubs and key stakeholders including;
  - Country Cricket Coordinator**
    - Country Week (Junior and Senior)
    - Country Cup
    - Country Pathway Carnivals
  - Diversity and Inclusion Specialist**
    - Perth Scorchers Culture Cup
    - Integrated Cricket League (ICL)
  - School Specialist**
    - WACA School Competitions

- Oversee and deliver key operational aspects of the competitions within the WACA Community Cricket Department including;
  - Match day support and contact;
  - Fixturing, gradings, confirmation of match results/ladders;
  - Confirmation of player clearances;
  - Administration of competition awards and developing the plan for the award presentations and/or events;
  - Coordination and payments of umpires and allocation of umpires to fixtures;
  - Social media support;
  - My Cricket support and guidance;
  - Management of respective Rules, Policies and Playing Conditions for respective competitions;
  - Further enhance and develop the resourcing and operating models for WACA Community Cricket Competitions;
  - Other duties as directed required in line with the delivery of WACA Community Cricket run competitions;
  - Assist in the coordination and delivery of other Community Cricket Events such as the Statewide T20 Cup and Cricket West Cup;
  - Monitor effective use of resources and manage expenditure against budgets under direction of relevant Competition Managers; and
  - Undertake other associated duties consistent with the standing and responsibilities of the position.

#### **Clubs and Volunteers Specialist**

- Community Junior Cricket Council (CJCC)
- Attend all CJCC meetings and provide administrative support inclusive of:
  - Preparation and distribution of meeting agenda and correspondence to all delegates, associations and clubs; and
  - Record meeting minutes and distribute to executive and delegates, associations and clubs. (Meetings are held each second Monday of the month at 5.45pm at the WACA)
- Maintain CJCC website and communication media inclusive of CJCC approved social media sites.
- Prepare and maintain the CJCC Manual incorporating rules and policies of the CJCC. Review and revise documents and format / print ready publish rules to website and hardcopy.
- Prepare logistics / correspondence, contact appropriate parties and minute CJCC P&D (tribunal) cases and advise of outcomes.
- Assist the CJCC with the execution of their Strategic and Operational plans.
- Provide support and coordination to the CJCC and its Association in the running of the junior umpire programs.
- Maintain statistical information for all formats and consolidate for CJCC use, including participation trends and retention data.
- Support the collation of survey data as required.
- Assist with club development opportunities and volunteer education initiatives as they relate to Community Junior Cricket.
- Plan and coordinate the CJCC Awards Night.
- Plan and coordinate the T20 Community Cup.

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#### **Key Stakeholders**

- WACA Internal Departments and Staff
- Country Cricket Board

- Community Junior Cricket Council
- Cricket West
- Local Government authorities
- Community Cricket Associations and Clubs
- Premier Cricket Clubs

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## Child Protection

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It is your duty to comply with Australian Cricket’s Looking After Our Kids for Australian Cricket Personnel and Australian Cricket’s Commitment Statement to Safeguarding Children and Young People, designed to ensure the safeguarding of children and young people involved in the sport of cricket. As part of your duty, you must recognise that children and young people require special care and attention in order to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in the WACA’s programs and services.

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## Governance

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It is your duty to comply with the Western Australian Cricket Association policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

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## Duties under Workplace Health and Safety Requirements

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We are committed to protecting the health, safety and wellbeing of all of those that work with us. Your duties are to:

- Comply with all WACA policies, procedures and relevant legislation;
- Comply with all reasonable instructions from managers in relation to health and safety;
- Take reasonable care of your own health and safety;
- Ensure your actions or omissions do not adversely affect the health and safety of other persons;
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism; and
- Complete relevant health and safety training.

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## How We Play – Key Behaviour Indicators

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### **BE REAL**

**WE’RE REAL ABOUT CRICKET’S FUTURE**

Show respect, talk straight.

Never be afraid to challenge or be challenged.



### **SMASH THE BOUNDARIES**

**GO FOR IT...CHANGE THE WORLD**

Innovate. Be comfortable being uncomfortable.

Challenge the status quo without fear of failure.

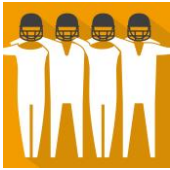


### **MAKE EVERY BALL COUNT**

**BE RELENTLESS... PLAY TO WIN**

Do what you say. Deliver.

Make Decisions.



### **STRONGER TOGETHER**

**GO FURTHER... COLLABORATE.**

Embrace diversity. Listen. Customer's voice 1st.

Do what's best for cricket.

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## **Key Position Requirements**

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### **Essential**

- Have a current Working with Children Check (or be able to get one).
- Experience in competition management within the sporting landscape (e.g. cricket).
- Excellent relationship building skills and demonstration of building successful relationships across a diverse stakeholder group.
- Organisational skills and processes in the execution of projects.
- Ability to work to timeframes, maintain a flexible approach, contribute to a team environment and manage workload across junior cricket.
- Able to work flexible hours.
- Proven experience in sports administration or sporting industry.
- Knowledge of cricket administration structures in WA.
- Demonstrated knowledge of the operation of club and association committees and boards and understanding of the role of volunteers in Community Cricket.
- Able to deliver multiple tasks in a busy environment.
- Excellent communication and interpersonal skills with the ability to deliver information effectively to groups.
- Advanced computer skills including the use of MyCricket.

### **Desirable**

- Experience and an understanding of marketing and communication in sport.
- 'C' class driver's licence with own reliable transport (if applicable).

### **Qualifications**

- Bachelor's degree or equivalent in a business-related field.

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## **Acknowledgement**

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The list of key responsibilities is not intended to be all inclusive and may include additional responsibilities as required and assigned.