

CHRISTCHURCH METROPOLITAN CRICKET ASSOCIATION

TITLE OF POSITION: Christchurch Metro Cricket Development Manager

BUSINESS UNIT: Christchurch Metro

REPORTS TO: General Manager

LOCATION: Christchurch Metro Cricket Offices

DATE CREATED: 1st January 2025

Cricket is recognised as New Zealand’s premier summer sport and Christchurch Metro Cricket is the organisation who has responsibility for overseeing and managing Youth and Adult club and representative cricket in Christchurch. We align closely with Canterbury Cricket and support the “Game for All, Game for Life” strategy for Cricket in Canterbury and aim to make cricket Canterbury’s most accessible sport

PURPOSE OF THE POSITION

The purpose of the Development Manager is to drive and grow participation of players and coaches through establishing, managing and monitoring all aspects of the Development of community cricket in Christchurch keeping the underpinning philosophy of “Everything we do is what is best for Cricket in Canterbury” to the front of mind.

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TASK DESCRIPTION

- Leadership of Christchurch Coach Development programmes including building the pool of coaches and ensuring a positive experience for the coaches currently registered and ultimately those participating in cricket.
- Development of the annual Coach Development Plan and responsibility for delivery and reviewing of the plan tasks
- Undertake administrative duties relating to the Friendly Manager Coaches Database including coach registration, police vetting and online modules for all coaches registered in Christchurch
- Delivery of in-person and online coaching workshops aligned with NZ Cricket course content
- Observing and mentoring of coaches throughout the network, building overall coach capability through providing feedback to coaches to help with the continuous improvement process
- Contributing to the Canterbury Cricket and New Zealand Coach development network discussions
- Appointment of coaches to Christchurch Metro pre-season training programmes and Christchurch Metro summer festival teams and provide mentoring and support
- Support for the Christchurch Junior Cricket Association through the appointment and support of pre-season and festival coaches
- Continue to improve your own Coach Development knowledge through attendance at development workshops/courses.
- Leadership of the CMCA Youth Strategy including the establishment of new game formats and the development of grade structure guidelines. Driving and contributing innovative ideas to support growth and engagement of participants.
- Collaboration with Christchurch based Game Development Officers
- Initiate and maintain contact with secondary schools and clubs with youth sections, to provide leadership and support
- Planning and delivery of the Christchurch Regional grass roots festival teams for young men and women
- Management and organisation of CMCA pre-season training programme
- Promote and ensure entries to the National 1st XI Boys Cup, Y9/10 boys festivals and 1st XI Girls Cup competitions and organisation/management for Christchurch zones
- Organisation and delivery of the Club100 Festival for Youth Cricketers with support from the Game Development Officers together with other initiatives to grow Youth participation.
- Assist all schools with organisation of Year 9 camps at Secondary schools in January each year
- Management and leadership of the Youth Advisory Group
- Ensure obligations are met with Club/school Youth partnerships and working to support clubs to better collaborate and work in partnership with schools to retain young cricketers in our competitions contributing to the reporting requirements between the CMCA and CCA

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PERSON SPECIFICATIONS

Applicants for the position of Development Manager will require a range of personal & professional skills within a sporting context.

- Strong, effective leadership skills with the ability to inspire others to achieve the objectives of the Canterbury Cricket network.
- A strong networker, excellent relationship management skills and good working with people. Has the ability to identify & harness the specialist knowledge of staff, officials, volunteers & stakeholders for the benefit of the Canterbury Cricket Network
- Excellent presentation & communication skills to lead and operate with clarity and influence.
- A keen perception & the ability to relate to people at all levels with the capacity to achieve a high level of credibility with stakeholders.
- An open personality, assured and persuasive. A strong sense of self, a sense of humor & unquestioned integrity
- Strong, energetic, inclusive, decisive & a down to earth leadership style
- A practitioner of modern business practices with the capacity to think & plan at the strategic level
- The ability to grow an organisation through steady & continuous improvement linked to agreed objectives.
- Experience in dealing with, or the capacity to deal with, other sporting bodies showing you have built successful relations and effective collaboration

WORKING EXPERIENCE:

- Experience in working in a sporting organization
- A strength in Coach Development
- Experience in dealing with volunteers
- Project Management experience

SKILLS AND KNOWLEDGE:

Technical Skills

- Must have the functional and technical knowledge and skills to do the job at a high level of accomplishment

Drive for Results

- Can be counted on to exceed goals successfully
- Pushes self and others for results
- Keeps an eye on the ball and demonstrates they care about achieving results

Approachability

- Is easy to approach and talk to
- Spends the extra effort to put others at ease

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- Builds rapport well
- Is a good listener

Composure

- Is cool under pressure
- Does not become defensive or irritated when times are tough
- Is considered mature
- Can handle stress

Interpersonal Savvy

- Relates well to all kinds of people, up, down, and sideways, inside and outside the organisation
- Builds appropriate rapport
- Builds constructive and effective relationships

Process Management

- Good at figuring out the process necessary to get things done
- Knows how to organise people and activities
- Knows what to measure and how to measure it
- Can simplify complex processes
- Gets more out of fewer resources
- General understanding of business and commercial issues
- Administer systems, services, business processes and procedures to ensure business efficiency

Problem solving and initiative

- Identify and proactively solve problems
- Ability to use initiative to leverage CMCA reputation

Planning, organising and prioritizing

- Plan, organise and prioritise own work to achieve objectives
- Achieve outcomes to a high standard within agreed timeframes
- Manage work, career and personal priorities

QUALIFICATIONS

ESSENTIAL: Two years Sports Management Experience

DESIRED: Tertiary educational qualification

PERSONAL ATTRIBUTES:

Professional work ethic

- At all times
- Willingness to work seasonal variations to get the job done
- Ability to work under pressure and to tight timelines

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Adaptability and attitude

- Maintain effectiveness when experiencing major changes in work tasks or the work environment Adjusting effectively to working within new work structures, processes, requirements or culture

Continuous learning and growth

- Assimilating, and applying in a timely manner, new job-related information that may vary in complexity
- Capacity and enthusiasm to learn new concepts and tasks, and take on additional responsibilities
- Shows initiative
- Seeks feedback and coaching

Establishing credibility

- Demonstrates the personal qualities and attributes that contributes to building effective relationships with other employees, peers, managers, associations, partners and the wider CMCA family

HEALTH AND SAFETY

Each employee is responsible for complying with the Health and Safety in Employment Act and must adhere to all CMCA policies and procedures.

You will be required to:

- Follow instructions raised by your manager on Health and Safety matters.
- Identify, report and control all hazards accidents or incidents observed in the workplace immediately.
- Keep your immediate work area tidy to minimise the likelihood of injury to yourself or others.
- Communicate Health and Safety issues or concerns either directly to your supervisor or to the Human Resources Manager.
- Use plant, equipment, vehicles and materials safely and in the manner intended.
- Always use correct personal protective equipment (PPE) or safety equipment provided for the appropriate tasks.
- Keep up to date with Health and Safety matters in the workplace.
- Take an active role in contributing to meetings, training and other Health and Safety activities when offered.
- Take an active role in any personal treatment and rehabilitation plan to ensure an early and durable return to work.
- Ensure that no action or inaction by yourself while at work causes harm to yourself or any other person.
- You are an important part of workplace safety - participate in making your workplace a safe and happy environment.