



## Vanuatu Cricket Association Position Description

Position:	Social Impact and Inclusion Manager
Department:	Social Impact and Inclusion
Manager:	CEO
Hours:	Full Time
Document Date:	7 <sup>th</sup> October 2020

### About Us

The Vanuatu Cricket Association was established as an Associate Member of the ICC in the year 2000 and have since developed into one of the most well run and successful sporting organizations in Vanuatu and consider ourselves as one of the leading sports organizations in Vanuatu. Starting out with just one staff member we can now say we provide development, an income and personal growth to over 35 employees, which continues to grow.

Development is a key area of success for us and an area of much pride with development programs all around Vanuatu particularly in Port Vila, North Efate, Santo, Malekula and Tanna as delivered by our national players who double as development officers. With over 25,000 participants from 100+ schools playing cricket each year we hope that we can make a positive impact on the life of all the children, youth and adults that play Cricket in Vanuatu.

Internationally our Mens team is ranked 29<sup>th</sup> in the world , our Womens ranked 28<sup>th</sup> with our U19`s also competing on the global stage. This comes as a testament to all the great work done behind the scenes to help our national players develop into the people they are today, after all good people make good cricketers. The future is bright, with the VCA hoping to gain more local traction, reach and development as well as become an International Team to fear globally in both the Men`s and Women`s game.

### Role Purpose and Focus

Our aim at VCA is to grow the women's and girls' game significantly and make it inclusive and a safe environment for women and girls to participate. We also want to engage the wider greater Vanuatu community and use cricket to raise awareness and offer guidance and support for many social issues the community face with a focus on gender-based violence and NCD's. The role will work in conjunction with the Australian Sports Partnership Program (ASPP) Sport for Development. This is an exciting opportunity to make a difference whilst growing the game of cricket in Vanuatu.

## About You

We are looking for somebody who is passionate about, and has a thorough working knowledge of, the positive social impact of community sport. The successful candidate will have a demonstrable successful track record in working at a strategic level within communities of Vanuatu, preferably knowledge of sport and its impacts. The ideal person will have a strong background in the development, delivery and management of a range of community programmes, including an in-depth understanding of the funding structure.

We are looking for a resilient and innovative leader who has a proven track record of inspiring others to deliver excellence in the world of community engagement. The ideal person must be flexible and willing to work irregular working patterns in response to operational needs.

## Key Attributes

- Relevant qualifications or equivalent experience relating to gender and / or social development in Vanuatu.
- Excellent Communication Skills
- Excellent People Management skills
- Outstanding Organizational and Leadership Skills
- Good Dealing with People Face to Face and Over the Phone
- Excellent Knowledge of Microsoft Office
- Well Organized
- Reliable
- Strong Analytical Ability
- Knowledge in Community Based Programs
- Knowledge in Monitoring and Evaluation Programs

## Key Responsibilities

### Planning:

- The project manager must be able to plan and manage both the 'EVAWG' program and staff in addition to the 'Women's Island Cricket' program and staff in accordance with prevailing VCA and GHD requirements. They will include at a minimum preparing:
  1. Work Plans
  2. Budgets
  3. Risk Management Plans
  4. Monitoring and Evaluation Plans
  5. Media and Communications Plans in coordination with the Marketing Manager
  6. Travel Plans
  7. Public Diplomacy Opportunities

### Relationships

- Establish and Manage relationships with World Vision and stakeholders including schools, communities, and other NGO's and Government Organisations.
- Coordinate internal resources with World Vision and other stakeholders for the execution of the EVAWG and the Women's Island Cricket program.
- Liaise with World Vision and Stakeholders to identify and define project requirements, scope and objectives.
- Ensure that all stakeholders needs are met as the project evolves
- Prepare provide and facilitate documentation and training to VCA Staff and key stakeholders in coordination with World Vision annually.

### Management:

- Manage the Gender Program Ambassadors
- Manage the Women's Island Cricket program development officers
- Coordinating project schedules, activities resources, equipment, and information

- Assign tasks to staff and assist with schedule management in coordination with the General Manager Cricket Development.
- Act as the point of contact and communicate project status to all program participants, ambassadors, and development officers.
- Monitor staff working hours, plans and expenditures.
- Schedule regular staff meetings and record decisions (e.g. assigned tasks and next steps)
- Create and update workflows for both programs on a weekly basis.

### **Administration**

- Develop and ensure that all EVAWG and Women's Island program objectives are delivered on-time, within scope and within budget as required in coordination with World Vision and Key stakeholders.
- Develop and ensure resource availability and allocation in coordination with World Vision and key stakeholders
- Budget planning and enforcement.
- Measure project performance using appropriate systems, tools and techniques as provided by Australian Sports Partnership Program (ASPP) and World Vision guidelines.
- Perform and analyse risk management to minimize project risks in addition to developing a risk management strategy for the EVAWG program.
- Create and maintain comprehensive project documentation

### **Reporting**

- Report to the CEO as needed
- Report to the ASPP country coordinator as required
- Measure and report on project performance as per ASPP requirements.

### **How to Apply?**

All applications are to be hand delivered or emailed to [jvira@vanuatucricket.com.vu](mailto:jvira@vanuatucricket.com.vu) at the Vanuatu Cricket Head Office at Independence Park, addressed to Jamal Vira and must include a copy of:

1. Curriculum Vitae (CV)
2. Year 13 leavers certificate or tertiary qualification/diploma
3. One-page cover letter outlining your experience and qualifications, why you believe you are the best person for this role and what you believe you can offer the Vanuatu Cricket Association in this position.

Applications will close on the **23<sup>rd</sup> of October 2020**.

## Remuneration

Competitive Salary based on applicants' qualifications and experience.

## Governance

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