



## Vanuatu Cricket Association Position Description

<b>Position:</b>	Malekula Development Officer
<b>Department:</b>	Development
<b>Manager:</b>	Santo & Malekula Development Manager
<b>Role Purpose:</b>	Assist in the development of cricket within communities and schools on Malekula with a view to increasing participation and providing player pathways to the high performance set up in Port Vila
<b>Document Date:</b>	

### Key Responsibilities

#### Development

- Increase participation in schools & communities throughout Malekula
- Conduct cricket development clinics within the VCA Outreach program including Primary School Sports Associations and Secondary School Sports Associations.
- Conduct cricket camps
- Conduct Cricket I Blong Evriwan programs
- Improve the community cricket programs
- Provide a weekly update to the Santo & Malekula Development Manager.
- Identify junior talent and submit to Santo & Malekula Development Manager on a quarterly basis.
- Work with the Santo & Malekula Development Manager to assist in planning and facilitating regional cricket competitions between the schools in the region.
- Assist in the running regional school tournaments in the Malekula region.
- Plan programs prior to running them in the schools. Each session should follow this principle: warm up, skill learning, cricket game. The Development Officer must have a yearly plan, a term plan, a weekly plan and a session plan.

### **Education & Training**

- Assist the Santo & Malekula Development Manager in running coaching and scoring courses as required by the General Manager Cricket Development.

### **Administration**

- Provide regular financial reports to the Santo & Malekula Manager
- Collect data for all school visit programs to the Santo & Malekula Manager on a fortnightly basis.

### **Media**

- Assist VCA Marketing Manager writing regular media releases for Malekula region
- Provide regular updates to the VCA office
- Carry out promotional activities with/for VCA sponsors

## **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.