



Vanuatu Cricket Association Position Description

Position:	Tanna Cricket Development Officer
Department:	Development
Manager:	General Manager Cricket Development
Role Purpose:	Oversee the development of cricket within communities and schools on Tanna with a view to increasing participation and providing player pathways to the high performance set up in Port Vila.
Document Date:	

Prerequisites:

- Must have good organization and communication skills.
- Be willing to learn and listen to instructions
- Be able to recognize talent in youth
- Not have any prior criminal convictions
- Must enjoy working with children

Key Responsibilities

School Cricket

- Plan, organise and facilitate school programs in the schools on Tanna.
 - The Development Officer will need to be in contact with schools weekly and will be responsible for running weekly cricket sessions in the schools. If the schools do not want weekly cricket sessions the development officer shall need to speak with the cricket ambassador at the school and/or the principal to discuss a new development strategy that fits with the school.
 - The Development Officer shall plan his/her 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.

- The Development Officer is also required to identify talented cricketers in their region's schools. Talented cricketer's details should be put into a database and include full name (first name and family name), school, development region, whether they are right or left handed (both batting and bowling), date of birth, island of origin, and notes on why they have been identified. Talented cricketers are to be submitted to the General Manager Cricket Development.

Planning & Competitions

- Working with the General Manager Cricket Development to assist in planning and facilitating regional cricket competitions between the schools in the region.
 - The Development Officer shall be responsible for running regional school tournaments in his/her region. This involves preparing the schools for competition, allocating scorers and umpires for matches, preparing the grounds (marking creases, removing rubbish, ensuring a safe environment) and ensuring all equipment is at the ground including playing gear, scorebooks, stumps, balls, bails etc.
- Assist in scoring and umpiring finals of competitions as required by the General Manager Cricket Development
 - The Development Officer will need to have a sound knowledge of the laws of cricket in order to score and umpire cricket matches involving their schools. They must be able to remain alert and impartial during matches always seeking to develop the game in Vanuatu.
 - The Development Officer should provide the General Manager Cricket Development with complete and accurate information including dates, scorecards, names of coaches, players, and sponsors.

Data Input

- Work with the General Manager Cricket Development to enter scorecards from competitions into CricHQ.
 - The Development Officer should provide the General Manager Cricket Development with complete and accurate scorecards.
 - The Development Officer shall have all information on players involved to enter into CricHQ including full name (first name and family name).
 - The Development Officer shall assist in the input of data into CricHQ if required by the Cricket Development Manager.

Reporting:

- Complete the 'Daily Development Program Report' after completion of the activity and submit to the General Development Manager.

Media

- Assist VCA Marketing Manager writing regular media releases for Tanna region
- Provide regular updates to the VCA head office
- Carry out promotional activities with/for VCA sponsors if required by the General Manager Cricket Development and Vanuatu Cricket Marketing Manager.

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.

How do I Apply

To apply please email jvira@vanuatucricket.com.vu with a copy of your CV and/or deliver a hardcopy of your CV to the Vanuatu Cricket Association Head Office at Independence Park.

Applications received after the deadline will be considered on a case by case basis and may not be accepted.