



ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket Australia is offering a ten-week paid sport administration internship for an ACA member looking to develop their career. This internship has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally.

You can view the position description below, or to apply, please go to:

<https://www.infrontsports.com.au/job-details/aca-internship-cricket-act-community-infrastructure-intern-in-sports-recreation-jobs-1153182>

Applications will close on Monday 31st March 2024 at 11:59pm. You can view the ACA website for launch details:

For the job and person specification please log into the Australian Cricketers' Association website or contact:

Cooper Rule – 0447 335 800 (Infront Sports)

Erin Devlin – 0403 212 761 (Infront Sports)

Mark Gregory – 0418 891 440 (ACA Transition & Past Player Development Manager)



Cricket ACT Position Description

Position:	Community Infrastructure Intern
Department:	Infrastructure & Government Relations
Manager:	Infrastructure & Government Relations Manager
Role Purpose:	To contribute to Cricket ACT's expanding facility network, through outstanding stakeholder management & increase investment.
Document date:	March 2024
Term:	ACA internship (380 hours)

Cricket ACT's strategic link/s to this position

- Accelerate participation growth by providing safe, welcoming & inclusive facilities to all participants
- Provide first class infrastructure and facilities across the community
- Provide leadership through advocacy, collaboration and facilitation with key stakeholders
- Drive the implementation of an ACT infrastructure Strategy

Cricket ACT's values

We are...

Proud	Ambitious	Inclusive	Humble
<p>We take pride in what we do, in how we connect, and the impact we have. We go the extra mile.</p>	<p>We constantly look for ways to be better, whilst maintaining a high degree of integrity.</p>	<p>We embrace, value and celebrate our differences. We are committed to fostering an inclusive environment.</p>	<p>We believe that humility is the true key to success. We listen to others, care about our people, and see challenges as opportunities.</p>



Key responsibilities

- Assist with the administration of the Australian Cricket Infrastructure Fund (ACIF), including announcements contracting successful applicants.
- Assist Infrastructure & Government Relations Manager with the development and implementation of the Cricket ACT Infrastructure Strategy (CACTIS).
- Liaise with CACT Media team for various infrastructure & facility announcements.
- Liaise with Community Cricket & Cricket Delivery teams to ensure investment & facilities are fit for purpose.
- Capture & maintain relevant facility audit data and usage matrixes on Sport Facility Auditor (SFA).
- Attend external meetings with Infrastructure & Government Relations Manager, including but not limited to Australian Federal Government, ACT Government and Clubs.
- Contribute to CACT's election campaign for the 2025 Federal Election.
- All other duties as required.

Key position requirements

- Sound understanding and passion for creating safe, welcoming & inclusive cricket environments across the ACT.
- Basic understanding of ACT government priorities & process.
- High level communication skills to ensure key messages are tailored for a range of different audiences.
- Highly organised and able to manage competing priorities.
- Current WWVP registration.

Key stakeholders

- Cricket ACT Communications, Media and Events department
- Cricket ACT Community Cricket department
- Cricket ACT Cricket Delivery Team
- Cricket ACT staff
- Local cricket community and broader cricket stakeholders

Child safety

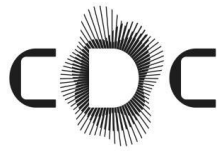
It is your duty to comply with Cricket ACT Child Safety Standards which are designed to protect the welfare of children involved in the sport of cricket. As part of your duty, you must recognise that children need special care and attention that you will provide as you will be committed to protecting and prioritising the safety of children.

Duties under Workplace Health and Safety Requirements

It's your duty to comply with Cricket ACT's policies and procedures which are designed to protect your health and safety at work. As part of this duty, you must comply with all reasonable instructions from managers in relation to health and safety issues at work. This means participating



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in workplace health and safety training and consultation, cooperating with Cricket ACT as required ensuring compliance with the law and reporting any incidents, hazards and near misses.

People & Culture

- Adopt a holistic view to the on-going success of Cricket ACT and achievement of strategic objectives
- Promote and strive for the desired culture, values and behaviors amongst Cricket ACT employees and stakeholders
- Increase your capabilities in areas required to achieve desired outcomes by undertaking specific training and personal development programs
- Ensure adherence to the policies and procedures put in place by Cricket ACT, including but not limited to Workplace Health and Safety, Human Resources and Finance
- Ensure all relevant safety standards are maintained.

Acknowledgement

The list of key responsibilities and key results areas herein are not intended to be all inclusive and may include additional responsibilities as required and assigned.