

# POSITION DESCRIPTION

<b>Position:</b>	ACA Internship – Coaching and Pathway Development Specialist
<b>Department:</b>	Cricket Performance
<b>Manager:</b>	Talent Development Manager (M&F)
<b>Role Purpose:</b>	Support the delivery of Cricket Victoria's Emerging Talent Program, the Melbourne Cricket Education Academy program and Community Coaching courses, as directed by Community Cricket staff.
<b>Document Date:</b>	March 2024

## Cricket Victoria Strategy – links to this position



**CRICKET VICTORIA STRATEGIC PLAN FY24-27**

**PURPOSE**  
Inspire and support all Victorians to love cricket.

**VISION**  
Victoria's favourite sport.  
A sport for all Victorians.

**IDEALS & BEHAVIOURS**

- I** Integrity
- C** Connection
- A** Accountability
- R** Respect
- E** Excellence

**ENABLERS**  
GOVERNANCE   TECHNOLOGY & DATA   CULTURE   PARTNERSHIPS   INNOVATION

**CRICKET EXCELLENCE**  
The leading High Performance system in Australian Cricket.

**FINANCIAL GROWTH**  
Our future is financially secure.

**FAN PASSION**  
Big Bash inspires our next generation of fans and participants.

**CRICKET COMMUNITY**  
Inspire more cricket by supporting players and volunteers, ensuring our game is accessible to everyone.

## Key Responsibilities

### 1. Coach Attraction, Recruitment and Retention

- Support delivery of a state/local marketing campaigns to support the recruitment of coaches
- Support the implementation of initiatives that help Cricket Victoria to attract and retain female and multicultural coaches across Community Cricket
- Support the implementation of state/local coach recognition activities

## 2. Coach Development

- Support the implementation of foundation (entry level coaches) coach development initiatives across Victoria so that coaches are empowered to create brilliant first cricket experiences for Cricket Blasters and Junior Cricketers
- Support the implementation of Community Coach Development initiatives throughout Victoria
- Liaise and work with the HP Department to support the delivery of coaching masterclasses for invested coaches throughout Victoria
- Support coaching workshops and seminars throughout Victoria to provide ongoing coach education opportunities
- Support the delivery of required development programs (aligned to Australian Cricket Roles & Responsibility Framework)

## 3. Melbourne Cricket Education Academy (MCEA) Cricket Development Program

- In conjunction with the Melbourne Cricket Education Academy Manager:
- Assist in the design, implementation and delivery of the MECA Cricket Development Program
- Provide support for training and coaching requirements
- Assist in implementing individual skill development strategies
- Deliver presentations on specialist skill development at various levels as required

## 4. Talent Development

- Support the planning and delivery of Cricket Area talented player development.
- Connect with players that are involved in the emerging squads to assist those systems that continue to support the holistic development of the individual player.
- Support the delivery of the Emerging Players Program.
- Provide insight and expertise into a specific skill development to enhance the overall EPP program.

## Key Stakeholders

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- Cricket Victoria staff
- Community Coaching course candidates
- Associations, clubs and coaches within Victoria
- CV Community Cricket Field Force
- CV High Performance Team
- CV Premier Cricket Team

## Key Position Requirements

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### Essential

- Representative Cricket Coach accreditation preferred (minimum Community Coach accreditation)
- Excellent time management skills and attention to details
- Have proven ability to coach cricket
- Current Victorian Employee or Volunteer Working with Children Check

### Desirable

- Excellent communication skills
- Flexible time commitment
- Knowledge and understanding of Cricket

## Child Protection

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It is your duty to comply with Cricket Victoria's 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.

## Governance

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It is your duty to comply with Cricket Victoria'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.

## **Duties Under Workplace Health & Safety Requirements**

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We are committed to protecting the health, safety and wellbeing of all of those that work with us.

Your duties are to:

- Comply with all Cricket Victoria policies, procedures and relevant legislation;
- Comply with all reasonable instructions from managers in relation to health and safety;
- Take reasonable care of your own health and safety;
- Ensure your actions or omissions do not adversely affect the health and safety of other persons;
- Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism; and
- Complete relevant health and safety training.

## **Acknowledgement**

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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.



# CRICKET VICTORIA IDEALS

## LEADING THE GAME



### INTEGRITY

We earn trust through acting with **honesty, fairness** and **transparency**.



### CONNECTION

We achieve more when we **collaborate**.



### ACCOUNTABILITY

We are **responsible** for our **words, actions** and **results**.



### RESPECT

We **value the ideas and beliefs** of our colleagues and stakeholders.



### EXCELLENCE

We strive to **excel** in every aspect of our business and approach every challenge with a **determination to succeed**.

#### DRIVERS OF SUCCESS

- I act in an honest and transparent way, without fear or favour
- I act in the best interests of cricket
- I demonstrate consistency and transparency in decision making
- I respect the policies and procedures that govern our game and business
- When I see poor conduct, I say something

- I involve others in decisions and plans that affect them
- I promote a positive, energising and fun environment
- I celebrate wins and achievements across the business
- I share information openly and proactively
- I am open and transparent in the way I communicate

- I do what I say I will when I say I am going to do it
- I am open to feedback
- I use facts to make decisions and consider the broader implications of my actions
- I understand the needs of my customer and put the customer at the heart of what I do
- I respectfully provide direct and timely feedback

- I listen to others for understanding, irrespective of status, background or opinion
- I invite others to share their views and opinions
- I am open to diverse ways of thinking and working
- I trust the intention and expertise of others
- I dare to disagree, while being empathetic to the ideas, thoughts and feelings of others

- I am committed to continuous improvement (reflect, review, measure)
- I learn from mistakes and successes in equal measure
- I challenge the status quo in a positive and constructive manner
- I adapt quickly when the situation calls for a new approach

#### INHIBITORS OF SUCCESS

- I manipulate situations to get the best outcome for me
- I am not honest
- I act with favouritism and bias
- I talk about you, not to you
- I take uncalculated risks
- I turn a blind eye to poor behaviour

- I do what serves me well, rather than the team
- I don't consult with others
- I don't share information in an open or timely way
- I demonstrate an unwillingness to engage with others to act in the best interests of cricket
- I am not actively present or engaged in meetings

- I make excuses
- I don't do what I say I will
- I am resistant or defensive to feedback
- I don't speak up when I see behaviours that are inconsistent with our agreed expectations
- I blame circumstance, processes or others

- I value results over how my actions may affect others
- I exclude people or ideas that are different to mine
- I talk at people not to them
- I prioritise my needs over the needs of others

- I repeat mistakes without demonstrating learning
- I resist change and new ideas
- I ignore or excuse poor performance
- I avoid making decisions when things seem complex or uncertain