



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA) is advertising 13 ten-week internship positions for ACA members looking to develop their career. Please note that the ACA will only be progressing with five positions, which will be based on the quality of the role and the quality of applications. This means that this role is not guaranteed to come to fruition. Maximum one opportunity per state will be successful.

The internships are paid sport administration internships available to ACA members strictly. This program has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally.

A full position description for this year's potential opportunity is listed below.

For more information, you can call Denita Preston at Infront Sports Consulting on 1300 338 546, or to apply, please go to: <https://auscricket.com.au/2022-internship-opportunities>

Applications close at 11:59pm on Wednesday 30th March 2022.

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# Position Description

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Community  
Facilities Assistant

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Updated: January 2022

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**CRICKET NSW**

Community Facilities Assistant	
Position Details	
<b>Department:</b> Business Advisory Services	<b>Positions Reporting to this Position:</b> Nil.
<b>Reports to:</b> State Infrastructure Manager	<b>Current location:</b> Sydney Olympic Park

### Primary Purpose of the Position

The Community Facilities Assistant supports the delivery of the state-level Australian Cricket Infrastructure Fund, submissions to associated external grants programs and community facility projects that aim to support the broader objectives of Cricket NSW.

Working as a member of the NSW State Infrastructure Team, the Community Facilities Assistant will assist in the development of community cricket infrastructure across NSW.

Quality community facilities for matches and training are critical in creating a safe and inclusive environment for participants, coaches, officials and volunteers. The adequate provision, and the standard of community facilities need to be developed and improved in partnership with local clubs, associations and government to ensure cricket remains Australia's favourite sport, a *Sport for All*.

### Organisation Environment

Our vision is to be New South Wales' most loved and successful sport and be regarded as a world class organisation.

As a purpose and people led organisation, **CNSW aims to inspire everyone to play and love cricket**. To deliver on our new strategy in 2021, we are taking a collaborative, customer centric approach to our organisational structure, bringing new teams together and creating exciting opportunities to achieve our purpose

### Department Environment

The Business Advisory Services (BAS) department combines the functions of Infrastructure, Finance, People and Culture, IT, Government Relations, Facilities and Administration.

The BAS Department is predominantly responsible for supporting all departments at CNSW to successfully engage with the cricket community and external stakeholders. BAS also focuses on developing systems, processes and our people to ensure CNSW is a highly engaged workforce that leads Australian Cricket.

### Key Responsibilities

As Community Facilities Assistant you will assist in the delivery of the state-level Australian Cricket Infrastructure Fund (ACIF). This includes providing support to community cricket stakeholders with community facility projects, the ACIF and other external grant programs. Furthermore, you will liaise with key stakeholders to coordinate the activation and promotion of completed projects.

In this role, you will also liaise with and support the Public Policy & Government Relations Manager in coordinating the End of Season Parliamentary Friends of Cricket group event at Parliament House, Sydney.

Working as a member of the NSW Infrastructure Team, you will provide support to:

- The Community Facilities Coordinator, helping to identify and deliver key community cricket facility projects.
- The Community Cricket Department with facility and funding enquiries.
- Coordinate, activate and promote completed facility projects with key stakeholders.
- The NSW Office of Sport in developing “good news stories” following the recent NSW ICC T20 World Cup 2020 Cricket Legacy Fund.
- The State Infrastructure Manager with administrative and reporting tasks.

You will maintain effective relationships with internal and external Community Cricket stakeholders to support, plan and deliver priority community facility projects across NSW.

You will have professional presentation and management of each activity, provide appropriate resolution of any related dispute and develop and maintain strong working relationships with every key stakeholder.

### Australian Cricket Values

**Our values help us to deliver on our purpose of inspiring everyone to play and love cricket**



**RELATIONSHIPS**



**EXCELLENCE**



**IMAGINATION**



**HUMILITY**

### Key Challenges

- Prioritising workload given the often-competing demands of stakeholders.
- Meeting deadlines for concurrent projects and programs.
- Managing a range of stakeholder interfaces, sensitivities, relationships and competing interests.
- Building relationships with key internal and external stakeholders to optimise mutually beneficial cricket outcomes.
- Combining meticulous planning and resolution of unforeseen issues.

### Knowledge, Skills and Experience

- Exceptional interpersonal skills with an ability to motivate, positively influence and build strong stakeholder relationships
- Outstanding organisational skills, experience managing conflicting priorities and high attention to detail
- Strong administration skills and experience in taking minutes
- Reliable and calm under pressure
- Capable of working independently and as part of a team
- Current Drivers Licence

## Key Working Relationships

### Internal

- State Infrastructure Manager
- Community Facilities Coordinator
- Public Policy & Government Relations Manager
- Chief Operating Officer
- Business Advisory Services Department
- Community Cricket Department
- Communications Team
- Sydney Sixers and Sydney Thunder

### External

- Local Government
- State Government
- Federal Government
- Cricket Australia
- Local and State Government officials
- Cricket clubs and associations
- Schools

## Child Protection

It is your duty to comply with NSW 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

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

## Duties under Work Health and Safety Requirements

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 NSW 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.
- Complete relevant health and safety training.

## 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.