



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.

Position:	Communications Officer (Intern)
Department:	Commercial, Marketing & Communications
Manager:	Communications Manager
Role Purpose:	Working within the Communications team to provide administration support
Document Date:	TBC, 2022

Strategic Goals linked to this position

- *We will share the stories that inspire a broader community passion for cricket.*

Key Responsibilities

- Provide assistance with the collation of the annual statistics book
- Provide assistance with the collation of the annual Western Cricketer publication
- Undertake website audits
- Undertake photo archive audits
- Undertake other associated duties consistent with the standing and responsibilities of the position

Key Stakeholders

- WA Cricket Internal Departments and Staff

Child Protection

It is your duty to comply with Australian Cricket's Looking After Our Kids for Australian Cricket Personnel and Australian Cricket's Commitment Statement to Safeguarding Children and Young People, designed to ensure the safeguarding of children and young people involved in the sport of cricket. As part of your duty, you must recognise that children and young people require special care and attention in order to feel safe and you will be committed to protecting and prioritising the safety of children and young people involved in the WA Cricket's programs and services.

Governance

It is your duty to comply with WA Cricket'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 the policies and procedures.

Duties under Workplace 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 WA Cricket 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 are not intended to be all inclusive and may include additional responsibilities as required and assigned.