



POSITION DESCRIPTION

OUR PURPOSE: To unite and inspire everyone to love and play cricket

OUR VISION: A sport for all, that makes Australians proud

Position:	Participation Coordinator – Sport Administration Intern		
Department:	Community Cricket & Capability	Manager:	Senior Manager, Growth Initiatives
Direct Reports:	N/A	Career Band:	N/A
Role Purpose:	This internship opportunity provides a unique chance for aspiring individuals to contribute to the growth of cricket in Australia while gaining valuable experience in sports administration.		
Document Date:	February 2024		

Strategic Plan links to this position

Contributing to the growth of cricket in Australia.

View our Strategic Plan at strategy.cricket.com.au

Key Responsibilities

Administer GCG & WWCF Fund Programs

- Oversee and manage administrative aspects of GCG (Growing Cricket for Girls Fund) and WWCF (Woolworths Community Fund) programs.
- Ensure effective implementation and coordination of fund initiatives.

Support OGE (On Ground Entertainment)

- Collaborate with the Growth Initiatives Operations Specialist and States & Territories to provide administrative support.
- Assist in the coordination and execution of the new OGE Strategy Implementation.

Admin Support for Transformational Projects

- Contribute to the administration of transformational projects within the department.
- Support project management activities and ensure timely completion of tasks.

Admin Support for CCLT and CC Leaders' Conferences

- Facilitate administrative processes for Community Cricket Leadership Team (CCLT).
- Provide support for conferences involving Community Cricket leaders.

Departmental Communications

- Manage internal and external communications for the department.

- Work closely with the Senior Growth Programs Manager to ensure effective communication strategies.

Key Collaborations

- This role is integral to the entire department's success and will closely collaborate with the Growth Team to support Growth Program delivery.

Key Stakeholders

- Community Cricket & Capability Department
- Growth Team

Key Position Requirements

Essential skills, competencies and experience

- Strong organisational and administrative skills.
- Effective communication abilities, both written and verbal.
- Ability to work collaboratively within a team.
- Interest in sport administration and commitment to career development in the cricket industry.

Acknowledgement

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

Australian Cricket, including Cricket Australia, is committed to being a child safe organisation and requires all team members to hold a valid Working with Children Check and comply with AC's policies and procedures relating to Safeguarding Children and Young People.

Our Values

ASPIRE

We always aim high, we are curious to listen, learn and be the absolute best we can be. We display courage in making bold decisions and celebrate our successes.

RESPECT

We collaborate across cricket, acting with integrity, inclusivity, and showing respect and care for each other and the game.

LEAD TOGETHER

We are custodians of the game, bringing people together and developing partnerships that take the game forward.