



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket ACT, is advertising a ten-week internship position for ACA members looking to develop their career.

The internship is a paid sport administration internship 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 Ryan Higgins or Erin Devlin at Infront Sports Consulting on 1300 338 546, or to apply, please go to:

<http://www.auscricket.com.au/aca-internship-program>

Applications close at 11:59pm on Friday 7<sup>th</sup> May 2021.

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**CRICKET ACT**

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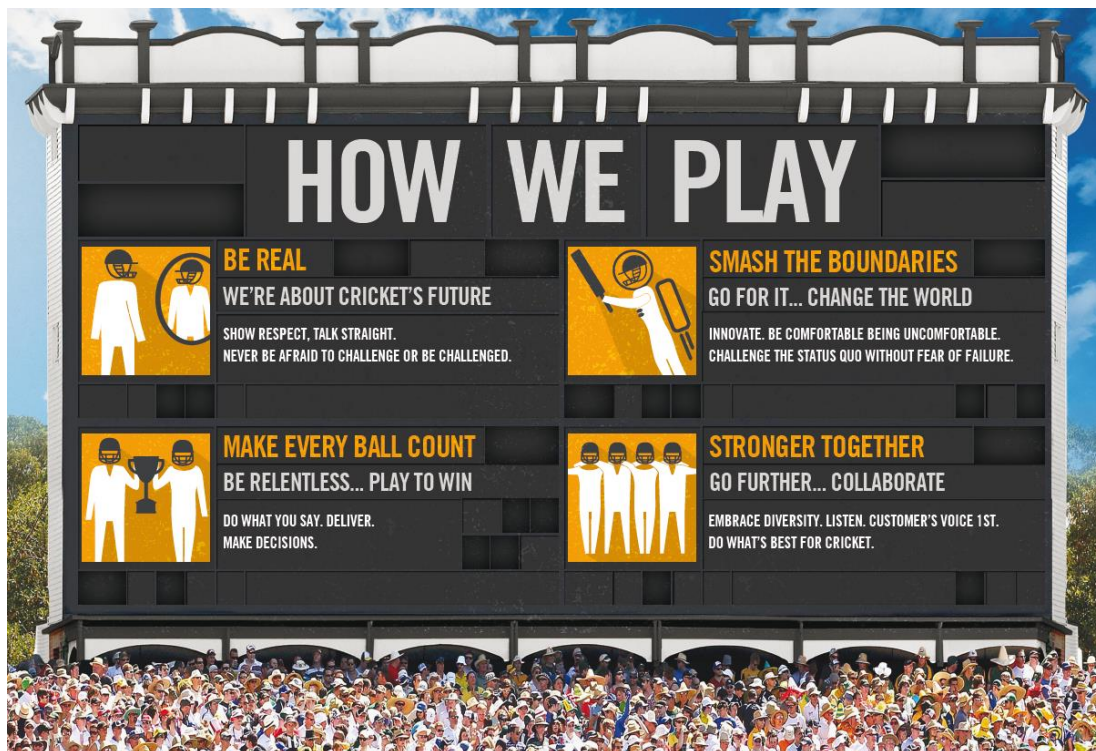
## Cricket ACT Position Description

<b>Position:</b>	Pathway and Coaching Support Officer
<b>Department:</b>	High Performance
<b>Manager:</b>	Head Coach Meteors & ACTive Academy, Female Pathway & Talent Manager, Male Pathway & Talent Manager
<b>Role Purpose:</b>	To provide key operational, administrative and coaching support and services to Cricket ACT's Female and Male Pathway, High Performance Programs and the ACTive academy
<b>Document date:</b>	March 2021
<b>Term:</b>	ACA internship (380 hours)

### Cricket ACT's Strategic Link/s to this Position

- We will create the best participation experiences to grow junior cricket
- We will deliver the best High Performance system for players
- We will be the leading sport for women and girls

### Cricket ACT's Values



### Key Responsibilities

Female and Male Pathway and ACTive Academy Support



- Under broad guidance, design and develop Female and Male Pathway Program activities and tailored development sessions that support and drive a holistic approach to blending cricket and life
- Research, analyze and plan session themes for Pathway Program
- Work closely with Pathway coaches and programs to ensure all key stakeholders are engaged and consulted throughout the process

### **Administrative**

- Provide reports and/or presentations to the HP Leadership team (as required)
- Provide administrative services and support to the Pathway and Coaching team
- Any other duties as required by the General Manager – High Performance

### **Coaching Support**

- Provide pathway and coaching support to HP teams as required
- Provide coaching support to ACTive Academy program as required
- Work with HP Department and pathway coaches to support initiatives and programs of work to continue to enhance pathway programs
- Research best practice regarding coaching and pathway development and systems

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### **Key Stakeholders**

- Cricket ACT High Performance Team
- Head Coach
- Players
- Other Youth Pathway Coaches
- High Performance staff

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### **Child Protection**

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.

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### **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 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.

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### **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 behaviours 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

### Key Position Requirements

#### Essential

- Community Coach / Level 1 coaching accreditation
- Strong time management and organisational skills
- Strong interpersonal, written and verbal communication skills
- Good administration and sound project skills
- Self-motivated with the ability to work autonomously or as part of a team

#### Desired Skills and Attributes

- Analysis and problem solving
- Willingness to work outside standard business hours
- Comfortable presenting to small groups
- An extremely strong work ethic and a passion for excellence
- Flexible and capable of changing and adapting to accommodate internal and external circumstances

### 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.