



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket Victoria, 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.

# POSITION DESCRIPTION

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|------------------------|---|
| <b>Position:</b>       | Coaching and Competitions Intern  |
| <b>Department:</b>     | Cricket Operations<br>Community Cricket & Key Stakeholders  |
| <b>Manager:</b>        | High Performance Manager<br>Competitions Manager  |
| <b>Direct Reports:</b> | Nil   |
| <b>Role Purpose:</b>   | The Coach & Competitions Intern will assist the High Performance Manager with the implementation of state and national coaching development strategies, as well as key findings across state wide competitions. In addition, this position will assist the Competitions Manager with competition management support and development of educational resources for players and umpires. |
| <b>Document Date:</b>  | March 2021  |

## Victorian Cricket Strategic Link

Victorian Cricket strategic link to this position:

- Deliver the best High Performance system in Australia that feeds Victorian, Big Bash and Australian teams
- Promote cricket in Victoria by telling our story better
- Transform how we lead, serve and unite the Victorian cricket community
- Attract, develop and engage great people
- Prioritise diversity and inclusion across Victorian cricket

## Key Responsibilities

### CRICKET OPERATIONS

#### Coach Development

- Assist with administration function of all coaching education and development within Victoria.
- Assist with administration of calendar of coaching workshops and seminars for the state.
- Assist with editing video content.
- As directed by High Performance Manager ensure all Coaching & Talent Specialists have access to appropriate resources.
- As directed by High Performance Manager ensure all Premier cricket club coaches have access to appropriate resources and the latest coaching information to support delivery of programs.
- As directed by High Performance Manager assist with Female Pathway Program.
- Assist with the day to day operations as directed by High Performance Manager.

#### Talent Identification & Development

- Assist with data entry for allocated Coaching & Talent Specialists to ensure compliance of AMS player data base.
- On request, attend targeted region underage training programs to improve understanding of the talent ID process.
- Collate key information around the YPL, VMCU, Craig Shield and VCCL

## COMMUNITY CRICKET & KEY STAKEHOLDERS

### Member Services

- Assist with competition management for all Cricket Victoria competitions (Premier Cricket, Super Slam & WCCC, Regional Big Bash).
- Assist with development of player and umpire education content.
- Assist with creating and editing video content for Premier Cricket.
- Collate key information around Premier Cricket, WCCC and other competitions.
- Assist with umpire management and accreditation administration.

### Key Stakeholders

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- High Performance Manager
- Coaching & Talent Development Specialists (CATS)
- Competitions Manager
- Cricket Victoria Member Services team

### Key Position Requirements

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#### Essential

- Strong interpersonal skills
- Excellent verbal and written communication skills
- Outstanding customer service skills
- Ability to develop and sustain strong relationships with stakeholders
- Capacity to work successful in a team and as an individual
- Attention to detail under tight deadlines and heavy workloads
- Cross functional understanding of the business
- Excellent Microsoft Excel skills

#### Desirable

- Intermediate skill level of all Microsoft Office
- Experience in administrative support

#### Qualifications

- Valid Victorian Employee or Volunteer Working with Children Check

### Australian Cricket Values

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#### **BE REAL**

WE'RE REAL ABOUT CRICKET'S FUTURE

Show respect, talk straight.

Never be afraid to challenge or be challenged.



#### **SMASH THE BOUNDARIES**

GO FOR IT...CHANGE THE WORLD

Innovate. Be comfortable being uncomfortable.

Challenge the status quo without fear of failure.



#### **MAKE EVERY BALL COUNT**

BE RELENTLESS... PLAY TO WIN

Do what you say. Deliver.

Make Decisions.



**STRONGER TOGETHER**  
GO FURTHER... COLLABORATE.  
Embrace diversity. Listen. Customer's voice 1st.  
Do what's best for cricket.

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## 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.

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## 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.

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## 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.

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## 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.