



## ACA INTERNSHIP PROGRAM

The Australian Cricketers' Association (ACA), in partnership with Cricket Australia and state organisations nationally, is offering five paid sport administration internships for ACA members looking to develop their careers. There are eight advertised positions with five to be chosen and progressed based on the quality of the position and applications. This means that not all advertised opportunities will be selected. Maximum one opportunity per state will be successful.

The internships are paid sport administration internships available to ACA members. This program has been made possible through funds donated by the current players, and through partnerships with state cricket organisations nationally. The Program is a terrific example of how current players are funding initiatives to benefit fellow members and strengthen the game.

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/2023-internship-opportunities/>

Applications close at 11:59pm on Friday 31st March 2023.



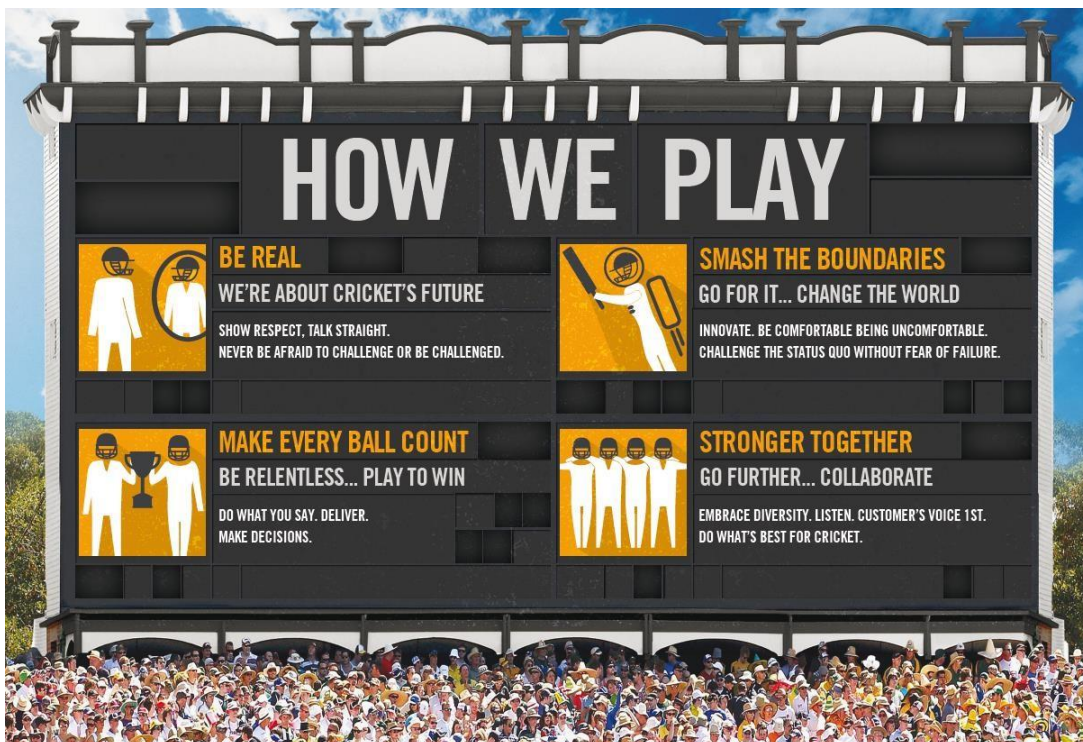
## Cricket ACT Position Description

<b>Position:</b>	Pathway and Coaching Support Officer
<b>Department:</b>	Elite Teams
<b>Manager:</b>	Elite Teams Lead
<b>Role Purpose:</b>	To provide key operational, administrative, and coaching support and services to CricketACT's Pathway, Elite Teams Programs and the ACTive academy
<b>Document date:</b>	February 2023
<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

### Pathway and ACTIVE Academy Support

- Under broad guidance, design and develop Pathway Program activities and tailored development sessions that support and drive a holistic approach to blending cricket and life
- Research, analyse 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 Elite Teams Leadership team (as required)
- Provide administrative services and support to the Pathway and Coaching team
- Any other duties as required by the Elite Teams Lead

### Coaching Support

- Provide pathway and coaching support to Elite teams as required
- Provide coaching support to ACTIVE Academy program as required
- Work with Elite Teams 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

## Key Stakeholders

- Cricket ACT Elite Teams
- Head Coach
- Players
- Other Youth Pathway Coaches
- Elite Teams staff

## 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.

## 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.

## 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.