



## 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.

# POSITION DESCRIPTION

<b>Position:</b>	Community Cricket Administration Officer (ACA Internship)
<b>Department:</b>	Community Cricket
<b>Manager:</b>	Head of Participation
<b>Direct Reports:</b>	Nil
<b>Role Purpose:</b>	Coordinate and administer activities to support the Community Cricket Team.
<b>Document Date:</b>	February 2023

## Cricket Victoria Strategy – links to this position



## Key Responsibilities

- Lead communication of On Ground Entertainment opportunities for W/BBL & International games
- Administration support for the Sporting Schools program
- Support the coordination of the Cricket Blast School Cup Competition
- Administration of government vouchers relating to junior participation
- Oversee Cricket Victoria's School Ambassadors program
- Administration support of Girls Leadership Program
- Support the Coordination of the Premier Schools Shield
- Collection of all school census data

## Key Stakeholders

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- Cricket Victoria employees
- Cricket Australia employees
- School Sport Victoria
- School sports associations
- Local governments

## Key Position Requirements

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### Essential

- Demonstrated ability to lead and motivate others
- Ability to network and build professional relationships
- Current Victorian Employee Working with Children Check

### Qualifications

- Tertiary qualifications in education or a related field will be highly regarded
- Preferably hold a Cricket Coach Accreditation qualification

## Our Ideals and Behaviours

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<b>LEADING THE GAME</b>	
<i>Our shared ideals have the power to create positive change and deliver excellence for our customers, colleagues and communities.</i>	
RESPECT	INTEGRITY
We value the ideas and beliefs of our colleagues and stakeholders.	We earn trust through acting with honesty, fairness and transparency.
ACCOUNTABILITY	EXCELLENCE
We responsible for our words, are actions and results.	We strive to excel in every aspect of our business and approach every challenge with a determination to succeed.
CONNECTION	
We achieve more when we collaborate.	

## 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.

## 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.

## 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.

### **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.