



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:	Commercial Partnerships Intern
Department:	Commercial
Manager:	Partnerships Manager
Direct Reports:	Nil
Role Purpose:	<p>To assist the QLD Cricket Sales & Partnerships team by implementing and maintaining effective administrative processes and driving positive commercial outcomes.</p> <p>The intern will have the opportunity to work across a variety of functions within the Commercial department, including sponsorship, ticketing & memberships, Brisbane Heat corporate hospitality and events.</p>
Document Date:	14 February 2023

Queensland Cricket Strategic Link

Queensland Cricket's purpose is:

To promote and grow cricket ensuring all Queenslanders can play, participate and enjoy the game

STRATEGIC PILLARS



Key Responsibilities

- Support the Partnership Manager by maintaining digital systems and general administration
- Assisting with coordinating the contractual obligations for the Brisbane Heat, Qld Fire and Qld Bulls seasons with tasks such as liaising with partners and keeping accurate records
- Assisting with coordinating sponsor events, including sending invitations, managing lists, booking venues and handling any issues as they arise on the day

- Communicate extensively with a range of internal and external parties
- Assist in the delivery of Queensland Cricket major events when required
- Effective prioritising of tasks on a day-to-day basis
- Effective time management to meet partnerships and departmental needs in the lead up to the season
- Undertake a range of tasks as required by the Partnerships Manager and General Manager – Sales & Partnerships

Key Stakeholders

The incumbent of this role is required to develop and maintain effective working relationships with:

- Queensland Cricket Staff
- Relevant Cricket Australia management and staff

Child Protection

It is your duty to comply with Australian Cricket’s Policy for Safeguarding Children and Young People, which is designed to safeguard children and young people involved in the sport of cricket. As part of your duty, you must recognise that children and young people require special care and attention and you must be committed to prioritising the safety of children and young people involved in Queensland Cricket programs and services.

Governance

It is your duty to comply with the Queensland Cricket policies and procedures which set out governance standards and manage risks for our organisation. All policies and procedures are accessible via the Intranet and we will advise you of updates. You are responsible for being aware of and complying with the policies and procedures.

Duties under Workplace Health and Safety Requirements

Key Activities and Tasks	Possible Outputs
<ul style="list-style-type: none"> • Adhere to policies procedures and systems relating to work, health and safety • Take reasonable care for own and others health and safety • Cooperate with QC in relation to actions taken to comply with Work, Health & Safety Legislation • Not wilfully or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare 	<ul style="list-style-type: none"> • Hazards/Incidents reported immediately • Participation in workplace inspections, risk assessments, training and other activities related to safety • Training records

- To inform the appropriate manager of any health & safety problem or defect which may give rise to danger and reporting promptly any incident which may occur

Our Values

OUR VALUES

We are Queensland Cricket:



Key Position Requirements

Qualifications

- Bachelor's degree in communications, arts administration or a similar field preferred (or currently studying)

Essential Certifications / Licenses

- Current blue card for working with children issued by Blue Card Services Qld

Knowledge

- Sound computer skills with intermediate knowledge across the Microsoft Office package including Word, Outlook, PowerPoint and Excel

Competencies

- Ability to apply project management methodology to event co-ordination
- Ability to problem solve and work autonomously on designated tasks
- Ability to work on multiple tasks and tight timeframes
- Ability to work as a team player and consult with others when required
- Ability to maintain a positive, energetic and highly motivated approach to work
- Ability to maintain confidentiality with sensitive and commercial information
- Highly effective administrative skills

Experience

- Demonstrated experience in administration and/or client service
- Project management and/or events management experience

Personal Attributes

- Highly organised with the ability to plan and prioritise tasks

- High level attention to details
- Confidence to liaise with a wide range of internal and external partners

Acknowledgement

The list of key responsibilities and key results areas herein is not intended to be all inclusive and your role may include additional responsibilities as required and assigned. You are responsible for ensuring you are fit to perform your role and to inform your manager or another appropriate person if you are unfit to work for any reason.