



GAME DEVELOPMENT OFFICER JOB DESCRIPTION

DARWIN BASED

Reports to: General Manager – Cricket Development & Performance

AIM:

To facilitate the promotion, organisation and development of cricket, in conjunction with relevant stakeholders, in the Top End Region of the Northern Territory.

DUTIES:

Indigenous Programs

Promote and develop cricket opportunities to indigenous communities

- Promote in2CRICKET to indigenous communities
- Assist with the promotion & delivery of the various “Cup” competitions e.g. Dingo Cup
- Promote & assist with recruitment of teams for the Imparja Cup
- Assist in the delivery of the Imparja Cup
- Develop club links for Indigenous players
- Foster partnerships with Indigenous Sports Unit (ISU)

Community Cricket

Administer the following programs

- All Embracing Policy, which includes: -
 1. Culturally and Linguistically Diverse Groups (CALD)
 2. Disability Groups and programs
 3. Youth at Risk
- Grants – Clubs and Associations – Promote and identify funding opportunities.
- Volunteer Awards and Recognition
- Local Government

Performance Programs

Assist in the development of high potential players by administering the following programs

- Top End Emerging Players Program
- Spud Allen Shield
- Mid Year Carnival
- Link to School Sports Representative Sides (Northern Territory Under 13's & Under 15's)

School Programs

Assist Participation Growth Officer with Schools Programs

- Deliver Extended Skills Program to Primary Schools
- Assist SSNT with Cricket Gala Days & Challenge Days
- Organise and conduct Primary in2Cricket Cups through clinics in Primary Schools
- Organise and conduct the Top End Cup through Secondary Schools
- Ensure Club awareness of local School programs/activities and promote School/Club links
- Conduct both Primary & Secondary School clinics as required

In2Cricket

Assist Participation Growth Officer to promote in2Cricket

- Promotion of program to Clubs/Schools
- Organise, coordinate and conduct In2Cricket promotions at Schools
- Mentor in your region to grow and improve participation and quality of delivery
- Conduct In2Cricket Co-ordinator in-servicing
- Continual support and liaison with In2Cricket coordinators
- Assist with on-field entertainment at various venues where required

Administration – Club/Association Development

- Encourage Clubs and Associations to participate in all NT Cricket programs.
- Media promotion of all programs
- A thorough knowledge and understanding of:
 - Individual club initiatives
 - local cricket contacts
 - possible In2Cricket Co-ordinators for programs
 - local coaching contacts
 - key junior and senior administrators
 - key Local Government representatives

General

- Preparation of Monthly Reports
- Maintain accurate records of all activities conducted via the Cricket Australia reporting tool (The CROWD), in particular details of visits / clinics undertaken to schools and clubs and the number of participants.
- Maintain an accurate database of all registered players into entry level and development programs.
- Work within and manage the Region Budget
- Management of Time Off In Lieu (TOIL) in conjunction with the General Manager – Cricket Development & Performance
- Beach Cricket
- Any other duties, as required by the General Manager – Cricket Development & Performance
- Assist in coordination of NT Cricket events as required e.g. Imparja Cup, Mid Year Carnival, Feast of Cricket, International Cricket.
- Attend Cricket Australia conferences & meetings as required

GAME DEVELOPMENT OFFICER REQUIREMENTS:

- Current Driver's Licence
- Computer Skills – Microsoft Word, Excel, PowerPoint

- Excellent oral and written presentation skills
- Excellent communication skills
- Cricket Coaching Accreditation – Level I
- Cricket coaching/playing experience
- Flexible time commitment
- Understanding of and experience in community sport
- A relevant Tertiary qualification would be advantageous
- Proven administrative and financial management skills
- Self motivated with the ability to work independently

Key Performance Indicators:

1. Achieving targeted participation levels within region in key programs, i.e. Schools, In2Cricket, Female Cricket, Indigenous Cricket, Junior teams.
2. Development of cricket within region aligned to current NT Cricket Strategic Plan. ie: implementation of programs etc.
3. Providing clubs/committees with quality and timely advice and direction on cricket matters in line with NT Cricket policies and procedures.

Key Interactions:

1. NT Cricket staff.
2. Cricket Australia staff.
3. Premier Clubs, Community Cricket Clubs & Associations
4. Schools.
5. Media.
6. Government Bodies
7. Players and Parents.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

PLEASE SIGN IN ACCEPTANCE OF THE POSITION DESCRIPTION ACCOUNTABILITIES.

Signed: _____

Date: _____

UPDATED: JANUARY 2012