



Participation Manager Role Pack



Introduction

Dear Applicant,

Thank you for your interest in joining Oxfordshire Cricket. We're excited that you're considering becoming part of our team. As a member of our workforce, you will play a key role in helping us achieve our mission to shape the future of cricket, making it the sport of choice across Oxfordshire.

We are looking for an ambitious, inclusive, and proactive individual who can work collaboratively with our team and key stakeholders to lead Oxfordshire Cricket into the next phase of our participation strategy.

The Participation Manager will lead the Participation team and be responsible for delivering the cricket participation elements of both the Oxfordshire Cricket Strategic Plan and the Women and Girls Action Plan. The role is focused on increasing accessibility, engagement, and participation across the County, driving cricket's growth through innovative programmes and strong community partnerships.

Please take some time to look at our website, <https://www.oxfordshire.cricket>, as this will tell you a lot about us and give you an idea of everything we do.

I hope that you might see yourself joining us and helping to make a difference.

Nick Pinhol

Operations Director



About the Organisation

At Oxfordshire Cricket our mission is to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

Overview

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first-class game. We work hand in hand with Sussex, our first-class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 7 full-time staff and 4 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girls' sections.

Further information can be found on our website by [clicking here](#).

History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging its County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high-performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed, the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire has been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

Our 2024 Impact

- 7000+ Unique Participants
- 4500+ Adult Recreational Players
- 4300+ Junior Recreational Players
- Over 2100 National Programmes Players
- Street Projects in Cowley, Banbury and Blackbird Leys
- 290+ Pathway, Bulls and Falcons Fixtures
- 1100+ Pathway, Bulls and Falcons Coaching Hours

Job Description

Job Title:	Participation Manager		
Department/Group:	Participation	Reporting to:	Managing Director
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£32,500	Position Type:	37.5 Hrs a Week

Role Description

Aims of the Role

Oxfordshire Cricket's mission is:

'To make cricket open for All'

The Participation Manager will lead and manage the Participation team, responsible for delivering the cricket participation elements of the Oxfordshire Cricket strategic plan and the Women and Girls Action Plan. The role focuses on increasing accessibility, participation, and engagement across the County, driving the growth of cricket through innovative programmes and strong community partnerships.

Role and Responsibilities

Key Responsibilities:

- Leadership & Management:**
Lead and manage the Participation team, ensuring clear objectives are set in line with Oxfordshire Cricket's strategic goals. Provide regular support, performance reviews, and career development opportunities for direct reports.
- Programme Management & Development:**
Oversee and manage the delivery of cricket participation programmes, including budgeting, resource allocation, and programme expansion. Continuously explore opportunities to enhance and grow the programmes across clubs, schools, and urban areas. Provide timely and accurate financial reports to support planning, review, and long-term sustainability.
- Women & Girls Development:**
Lead the development and growth of women and girls' cricket, ensuring the successful implementation of the action plan and initiatives to drive participation.
- People Development and National Programmes:**
Drive the growth of coach development, and official development. This includes being the IQA (Internal Quality Assurer). Collaborate with the Club Support and Facilities Manager to create an annual training calendar that supports ongoing development.
- Partnership Building and Income Generation:**
Foster partnerships with local and national stakeholders to support and expand participation programmes, enhancing the delivery of cricket across Oxfordshire. Identify and deliver income generation opportunities to support the growth and sustainability of participation programmes.
- Strategic Reporting & Tracking:**
Track performance against strategic goals and KPIs. Regularly report progress to key stakeholders, providing updates and insights to inform decision-making.
- EDI & Data-Driven Insights:**
Oversee the implementation and continuous refinement of Oxfordshire Cricket's Equity, Diversity, and Inclusion (EDI) action plan. Use data and analytics to inform decisions, drive innovation, and improve programme delivery.
- Board Engagement:**
Attend Board and sub-committee meetings as required, providing detailed reports on areas of responsibility and strategic progress.

9. Additional Responsibilities:

Undertake other tasks as requested by the Managing Director where needed.

Skills & Experience Required:

- Proven experience in managing and developing participation programmes, ideally within sport or cricket.
- Strong leadership skills with the ability to manage, motivate, and develop a team.
- Experience in managing budgets and resources effectively.
- Knowledge of the cricket landscape, particularly in relation to the growth of women and girls' participation.
- Strong stakeholder management skills with experience in partnership-building at local and national levels.
- Analytical mindset with experience using data to drive decision-making and programme innovation.
- A commitment to diversity, equity, and inclusion in sports participation.
- Strong communication and reporting skills, with experience engaging with senior stakeholders and boards.

Personal Attributes:

- Passionate about increasing participation and engagement in cricket.
- Motivated and proactive with the ability to innovate and think strategically.
- Strong interpersonal skills and a collaborative approach to working with diverse teams and stakeholders.

Qualifications and Education Requirements

- ECB Coach Developer or Working Towards
- ECB Enhanced DBS verified - Essential
- ECB Safeguarding Young Cricketers - Essential
- First Aid certificated - Essential

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

OTHER REQUIREMENTS

- This role will require the individual to be able to travel independently

Additional Notes

- This role will require flexibility from the role holder in terms of hours of work. There will be requirements to work both weekends and evenings. However, Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that the role holder has appropriate time off during their week.
- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd

How to Apply

Please complete and submit the Safer Recruitment Application Form to Nick Pinhol at NPinhol@oxoncb.com by **17:00 on Friday 21st of March 2025**.

Interviews will be held in the week beginning 31st of March

References

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;

- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

NOTE

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol at NPinhol@oxoncb.com to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to NPinhol@oxoncb.com