



## County Pitch Advisor Role Pack







## Introduction

*Dear Applicant,*

*Thank you for your interest in joining Oxfordshire Cricket. I am delighted that you are considering working here. As a member of the wider workforce, you would play a pivotal role in supporting us to deliver our strategy and ambition to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.*

*We are seeking to appoint an ambitious, inclusive and proactive individual, who will work closely with our workforce, clubs, volunteers and key stakeholders, to support & develop volunteer ground staff within the recreational game, providing relevant technical advice to drive up playing facility standards across the county. County Pitch Advisors work with County Cricket Boards (CCBs) and the Grounds Management Association (GMA) in developing and delivering advice and support to ground staff locally & raising the profile of ground staff within the sport.*

*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**

**Managing Director at Oxfordshire Cricket**



## 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 10 full-time staff and 5 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](#).

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.

### 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.

### 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

<b>Job Title:</b>	<b>County Pitch Advisor</b>		
<b>Department/Group:</b>	Recreational	<b>Reporting to:</b>	Head of Recreational Cricket
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Pitch Power Inspection and Report: £150	<b>Position Type:</b>	Casual

### Role Description

#### AIMS OF THE ROLE

Oxfordshire Cricket's Mission is:

**'To develop and protect the future of Cricket by making it a sport of choice in Oxfordshire'**

#### Our focus will be:

To support & develop volunteer ground staff within the recreational game, providing relevant technical advice to drive up playing facility standards across the county. County Pitch Advisors work with County Cricket Boards (CCBs) and the Grounds Management Association (GMA) in developing and delivering advice and support to ground staff locally & raising the profile of ground staff within the sport.

They will report directly to the Club Support and Facilities Manager

#### Role and Responsibilities

- Promote and work within the CCB/ECB facilities strategy (support to be provided by the RPA).
- To support and give advice at all levels of cricket's recreational game in relation to the Maintenance and renovation of the playing area and the equipment required.
- To undertake Performance Quality Standards (PQS) assessments and/or detailed pitch assessments for square and/or outfield and the production of a detailed report and related documentation using approved methods.
- To undertake basic advisory assessments including visual inspections and the production of short reports/notes. All visits/inspections must produce written outcomes.
- To monitor the developments of any facilities on which recommendations are being implemented.
- Respond to urgent issues that need advice – for example when a club must deal with an act of vandalism, flooding, or a request from the league where a pitch has been reported as poor.
- All enquiries, and payment/reimbursement will be managed by the CCB, with copies of reports sent to the CCB initially for internal review and approval.
- Support initiatives and facilities strategy plans from the CCB and/or the ECB to promote ground-staff and improve the quality of playing surfaces including working with Leagues to develop knowledge and expertise.



- Commitment to development (Training, technology, IT, Etc.)
- Commitment to avoid conflict of interest (Contractors)
- To ensure they have the correct insurance in place to undertake the above role (check with CCB)

## **PERSON SPECIFICATION**

### **Experience/Training**

- Be able to demonstrate that the relevant level of experience and expertise has been acquired as a full-time Ground-staff and ideally attained at least a Level 3 standard or relevant industry qualification.
- Sound knowledge of ECB Facilities strategy and any ground assessment programs.
- Experience of recreational crickets/Local authorities desirable but not essential.
- Competence in the use of a range of IT applications to conduct day to day business.
- GMA Level 2 & 3 online training courses.

### **Technical**

- Technical proficiency in turf care/grounds management. Able to undertake PQS testing and understand the criteria and be able to analyse the results.
- Competent in reporting writing.
- The ability to use Microsoft Office and a strong knowledge of IT is essential together with the ability to produce detailed PQS related reports, capturing on site images, including them in reports and sending reports via email and PitchPower app (When developed)

### **Ground assessments via PitchPower**

- PitchPower is an App based assessment tool.
- Full training will be provided to all CPAs.
- To use the PitchPower dashboard to provide a report with suitable recommendations to users.
- To meet agreed targets and timescales for submitting PitchPower reports.
- To complete any PitchPower assessment in accordance with ECB/PAS process
- To complete and submit assessments within 21 days, in the agreed standardised format.

### **Communication**

- Have a confident but open-minded personality and have good communication and listening skills.
- Be always an advocate for the ECB/GMA. Happy to take up the appointment in the pursuance of supporting and advising grassroots local Grounds staff and operating within CCB/ECB structures and policies.

- Be able to communicate advice and guidance to volunteers and any relevant organisations in an understandable and relatable way.
- Capable and willing of giving practical demonstrations and presentations to ground-staff on basic skills such as pitch preparation and end of season renovation (supported by PAS Ground days/toolkit)
- County Pitch Advisors must be able to offer impartial advice when providing details relating to goods and services from differing suppliers/contractors. (Code of practice SLA?)
- In the event of a club/League contacting the CPA directly, and requesting support, the CPA is to inform the CCB.

#### **Availability**

- Availability to deliver assessments/inspections when requested. Suitable notice should be given of at least 7 days.
- Agree to commit to the CCB/ECB for a minimum period of 5 years.

#### **CPA Section procedures**

- CCBs (With assistance from the RPA) to approach or advertise for appropriate pitch advisor candidates.
- CCBs to articulate the scope, expectations, and time commitments to the role.
- CCBs to clarify expectations of the CPA outside of the attached job description and agree appropriate remuneration e.g., visit/report rates and expenses.
- Nominations along with the candidate's CV to be sent to RPA.
- RPA to meet with candidate to assess their technical competence, experience, and general suitability for the role.
- RPA to approve the suitability of the candidate, discuss with ECB Regional Facilities Planning Managers (RFPM), a summary assessment of the candidate to be sent to the PAS ECB Key Account Manager (KAM) for information purposes.

#### **Additional Notes**

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 alongside a Covering Letter to Keith Cowley - Head of Recreational Cricket at [KCowley@oxoncb.com](mailto:KCowley@oxoncb.com) by **5pm on 12th of June 2025** -.

#### **Completing your application**

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application, you will be required to submit a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

#### **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.