



# Women and Girls Officer 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 make cricket open to all.

Our aim in Oxfordshire is to significantly grow the women's and girls' game, making it more prominent and visible across the county. While the baseline numbers are already strong, there is still so much potential to unlock. To achieve this, we are looking to appoint an individual who can drive growth in this area and ensure that as many bats and balls as possible get into the hands of women and girls.

As a Women and Girls Officer, you will be responsible for delivering cricket programmes in line with the Women and Girls Strategy to girls across primary and secondary schools. Your work will focus on linking these girls to local clubs and community settings as well as to our pathway programme, supporting the growth of the women's and girls', and driving participation through various cricket initiatives. You will also work within Talent Pathways to deliver quality coaching sessions within our pathway programme as well as assisting with the recruitment and retention of players across our pathway programme and supplementary programmes for state educated players.

*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**



## 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](#).

### 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

<b>Job Title:</b>	<b>Women and Girls Officer</b>		
<b>Department/Group:</b>	Participation, Recreational and Performance	<b>Reporting to:</b>	Participation Manager
<b>Location:</b>	Flexible within Oxfordshire	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	£24,000 - £26,000 depending on experience	<b>Position Type:</b>	Full Time - Fixed Term (24 months)

### Role Description

#### Aims of the Role

Oxfordshire Cricket's mission is:

**'To make cricket open for All'**

Our aim in Oxfordshire is to significantly grow the women's and girls' game, making it more prominent and visible across the county. While the baseline numbers are already strong, there is still so much potential to unlock. To achieve this, we are looking to appoint an individual who can drive growth in this area and ensure that as many bats and balls as possible get into the hands of women and girls.

As a Women and Girls Officer, you will be responsible for delivering cricket programmes in line with the Women and Girls Strategy to girls across secondary schools, in pathways and other programmes. Your work will focus on linking these girls to local clubs and community settings, supporting the growth of the women's and girls', and driving participation and performance through various cricket initiatives. Broadly speaking the role will be split across three days Participation and Recreational, and two days Performance, however this is not rigid and there will be timepoints throughout the year where this may vary.

#### Role and Responsibilities

Key Responsibilities:

##### 1. Engagement & Participation

- Deliver cricket sessions in schools, on average 2 days a week.
- Link girls to local clubs and community cricket opportunities, ensuring sustainable participation.

##### 2. Maximising Opportunities

- Promote and maximise girls-only opportunities at cricket clubs through the All Stars and Dynamos National Cricket programmes.
- Work alongside the Head of Recreational Cricket and Participation Manager to assist clubs in setting up and developing girls' sections at U9 - U18 age groups.
- Work with the Recreational Cricket Coordinator to enhance and develop girls' school competitions and club competitions to encourage wider participation in cricket.
- Lead the development of at least one winter and one summer playing offer, designed to maintain engagement and participation year-round.

##### 3. Talent Pathways

Work collaboratively with the Pathway Manager and Performance Team to deliver Oxfordshire Cricket's talent development system in line with the long-term strategic goals and deliverables of the County Partnership Agreement deliverables with ECB. This includes the Early Engagement Programme (EEP), County Age Groups (CAG), and additional initiatives supporting state school players and income generation.

- **Coaching Delivery** - Delivery high-quality talent development environments that support individual and team development, maximising player potential and performance during both preparation and competition phases of the pathway.
- **Talent Identification and Selection** - Support the talent identification processes that ensure informed and unbiased selection across the pathway.
- **Links to participation and recreational** - Build strong relationships with schools, clubs, and the wider cricket community to sustain player development and pathway nominations.
- **Administration** - Manage key administrative tasks, including player feedback and end-of-season awards processes.

#### **4. People Development**

- Support the growth and development of the women's and girls' cricket workforce, identifying and nurturing talent to ensure continued programme success.

#### **5. Additional Duties**

- Perform other duties as required by the line manager to ensure the successful delivery of women and girls' cricket programmes.

#### **Safeguarding**

- Maintain the highest standards of safeguarding provision, player welfare and pastoral care to establish a safe and supportive programme at all times.

#### **Skills & Experience Required:**

- Proven experience in managing and developing participation programmes, ideally within sport or cricket.
- Experience of coaching within sport at a participation and recreational level.
- High levels of energy and enthusiasm and the desire to succeed.
- The ability to develop and implement high quality, varied, creative and safe activity/cricket sessions.
- Good programme management skills and ability to prioritise and work to deadlines.
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.
- Effective communicator and the ability to engage with people of all levels.
- Ability to work independently and as part of a team.
- ECB DBS checked.
- Ability to travel independently between sites
- Ability and willing to work 'unsocial' hours, including evenings and weekends.

#### **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 Core Coach/Level 2 Coaching Qualification - Essential
- ECB Enhanced DBS verified - Essential
- ECB Safeguarding Level 2 - Essential
- First Aid trained or, a commitment to achieving this within a short period of time.
- ECB Coach Developer - Desirable

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 Shaz Khan - Participation Manager at [skhan@oxoncb.com](mailto:skhan@oxoncb.com) by Monday 30th of June 2025

**Interviews will be held on the week beginning Monday 7th of July**

## **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 Shaz Khan - Participation Manager at [skhan@oxoncb.com](mailto:skhan@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 [skhan@oxoncb.com](mailto:skhan@oxoncb.com)