



Pathway Development Officer Role Pack



Introduction

Dear Applicant,

Thank you for your interest in joining Oxfordshire Cricket. We are excited that you are 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.

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 open for all 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 performance programmes are a proven provider of talent to the professional game. We work hand in hand with Sussex County Cricket Club, 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

Job Title:	Pathway Development Officer		
Department/Group:	Performance	Reporting to:	Pathway Manager
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£13,000 per annum (£26k FTE)	Position Type:	Part-time, 18.75 hours per week on a two-year fixed term contract

Role Description

Role Purpose

The purpose of this role is to support Oxfordshire Cricket in achieving its mission 'to make cricket open for all' and to contribute positively to the success of its performance cricket programmes. This role is integral to ensuring that Oxfordshire Cricket continues to provide inclusive, high-quality opportunities for individuals to develop and thrive in cricket.

As the Pathway Development Officer, the postholder will work collaboratively with the Pathway Manager and the wider Performance Team to deliver a sustainable and high-performing talent development system. This work will be aligned to our strategic vision to; support and inspire individuals to thrive and stay in the game, to sustain a talent pipeline that populates recreational and professional cricket and to produce repeated and long-term performance achievements as well as the deliverables set out in the County Partnership Agreement (CPA) with the ECB. The key areas of delivery will include:

- **Early Engagement Programme (EEP) and County Age Group (CAG) Cricket**
- **Targeted initiatives to support state-educated players**, including MCC Foundation Hubs
- **Income-generating activities** to support and sustain our pathway

Role and Responsibilities

- **Coaching Delivery** - Delivery high-quality talent development environments, as a lead coach or assistant coach 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 recruit players for the Early Engagement and County Age Group Programmes and the procedures 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** - Complete administrative tasks associated with the programme delivery, managing key administrative tasks, including player feedback and end-of-season awards processes.
- **Safeguarding and Overall wellbeing** - Maintain the highest standards of safeguarding provision, player welfare and pastoral care to establish a safe and supportive programme that promotes overall wellbeing.
- **Key Relationships** - Communicate and interact effectively with players, parents, guardians or carers of players aged eighteen years and/or below, employees, officials and all other stakeholders to successfully deliver performance cricket programmes.

Qualifications and Education Requirements

- ECB Core Coach/Level 2 Coaching Qualification (Essential)
- ECB Advanced Coach/Level 3 Coaching Qualification (Desirable, or working towards)
- ECB Enhanced DBS verified (Essential)
- ECB Safeguarding Level 2 (Essential)
- First Aid trained (essential, or a commitment to achieving this prior to commencement)
- ECB Coaches Association Membership

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.

Skills and Attributes Required

- **Professional Knowledge** - Demonstrates a strong understanding of talent development programmes and possesses experience in delivering high-quality coaching and player support for individuals aged 8 to 18. Passionate about supporting young people in both their sporting and personal development.
- **Planning and Organising** - Capable of effectively mapping out key stages of work and ensuring timely completion by optimising available resources. Strong ability to prioritise tasks and meet deadlines in a dynamic environment.
- **Stakeholder Management** - Exhibits excellent interpersonal skills and adopts a collaborative approach when working with diverse teams and stakeholders. Able to build and maintain effective relationships with individuals who influence the role, both internally and externally, by communicating in a clear, timely, and professional manner. Understands that each stakeholder may require a tailored approach to achieve shared goals and desired outcomes.
- **Adaptability** - Flexible and responsive to changing circumstances and challenges. Demonstrates sound judgement in selecting the most appropriate course of action to achieve outcomes. Highly motivated and proactive, with a strategic mindset and the ability to think creatively and innovatively.
- **Behaviours** - Able to work independently as well as part of a team. Possesses excellent verbal, nonverbal, and written communication skills. Consistently upholds policies and professional boundaries, particularly when engaging with young people and players.

Other Requirements

- The ability to travel independently to places of work within and outside of the county border (essential)

Additional Notes

- This role will require flexibility from the postholder who will be required to work at least two weekday evenings and at least one full day at the weekend as led by the needs of the programme. The role will allow a degree of flexibility for the postholder to complete administrative tasks or other duties as required to be carried out. 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
- Oxfordshire Cricket are committed to being an Equal Opportunities Employer and all positions are subject to a safer recruitment process. Individuals must have the right to live and work in the United Kingdom and only shortlisted candidates will be notified and invited to interview.
- Potential candidates with queries not already addressed in this job pack might like to contact Pathway Manager, Sam Arthurs via email on sarthurs@oxoncb.com to have those questions answered. Please note that this is not a necessary part of the application process.

How to Apply

Please complete and submit the Safer Recruitment Application Form to Pathway Manager, Sam Arthurs on sarthurs@oxoncb.com by **23:59pm on Sunday 28th September 2025**.

Interviews are expected to be held on the week beginning **Monday 6th October 2025**

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