

**JOB OUTPUT & COMPETENCY PROFILE**

**JOB: AFFILIATE / ASSOCIATE CLUBS & FACILITIES COORDINATOR**

**KEY JOB OBJECTIVE**

Responsible for, amongst other things as required by the employer, the coordination of the Club Cricket programme.

**KEY JOB OUTPUTS**

**PURPOSE OF THE JOB**

The incumbent will be responsible for the following key delivery areas:

- To administer the Affiliate / Associate Club Cricket programme.
- To ensure effectiveness and operation of Club Cricket programme.
- To administer, update and ensure the accuracy of the information on the Management System as well as SRSA National DATA systems.

**KEY DELIVERY AREA NO 1**

**To administer the Affiliate / Associate Club Cricket programme**

- To ensure that each club has a Constitution.
- To ensure quality and availability of by-laws, playing conditions, fixtures, Code of ethics, Code of behavior.
- Ensure that AGM's of clubs take place and that financial reports are made available to the Affiliate
- Administered all aspects of league structures, including results, logs, transfers, general correspondence and provision of balls.
- Administer disciplinaries (recording and communicating outcome) as per the Affiliate / Associate disciplinary procedures and policies.
- Managed registration of clubs and players.
- Prepare schedule for league entries and ensuring that there is enough fields to draw up fixtures.

### **KEY DELIVERY AREA NO 2**

**To ensure effectiveness and operation of Club Cricket programme.**

- To advise Umpires and Scorers Bodies of league matches and amendments.
- Keep abreast of private and municipal facilities and take steps where necessary.
- Ensure that a database is in place and maintained regarding committees, players, facilities, performances, statistics and matches.
- Responsible for compiling club statistics.
- Responsible for compiling of club league logs and record keeping thereof.
- Sending logs for weekly updates to all stakeholders, Affiliate / Associate website and media.
- Follow up on outstanding result cards from clubs.
- Assisting clubs with various queries.
- Submitting reports and information as required by CSA timorously

### **KEY DELIVERY AREA NO 3**

**To administer, update and ensure the accuracy of the information on the Management System as well as SRSA National Data System.**

- Update Club section on Management system – updating registered clubs information, coaches at clubs and number of participating teams.
- Compiling accurate data and information for the EPG report on programmes.

### **KEY JOB COMPETENCIES**

- Planning & Organizing
- Conflict Management/Resolution
- Problem Solving & Analysis
- Communication – Oral & Written
- Facilitating meetings
- Interpersonal relationships
- Negotiation
- Handling Pressure
- Problem solving
- Decision Making
- Coordination

#### KEY JOB KNOWLEDGE REQUIREMENTS

- Knowledge of Cricketing Fraternity / Business (Affiliate / Associate and CSA programmes set up and requirements).
- Computer literacy (Microsoft Suite – Excel, Power point, Word, Database programmes).
- Affiliate / Associate and CSA Transformation requirements

#### KEY ATTRIBUTES

- Service orientated – achieving results and stakeholder satisfaction
- Conscientious
- Courteous
- Self-motivated
- Integrity and Honesty
- Deadline Driven (Critical)
- Confidentiality
- Persuasive
- Resilient

#### QUALIFICATIONS

- Grade 12 qualification
- Sports Management Diploma or Degree would be an advantage
- Level 2 Coaching qualification will be an advantage

#### EXPERIENCE

- A minimum of 2 years working in a sport development area.

#### REPORTING TO:

- Affiliate / Associate Cricket Service Manager

#### APPLICATION PROCEDURE

- Closing Date: Friday, 22 November 2019
- Complete CV to be sent to the Cricket Service Manager: [Charlottes@cricket.co.za](mailto:Charlottes@cricket.co.za)
- No late applications will be accepted