**NOTE: This Role Description has been provided as a guide only. Please edit as necessary to reflect the requirements of your Club. Please delete this message prior to circulating this document.**

The Female Cricket Coordinator assists in the administration, delivery, and promotion of cricket for females at the Club.

The Female Cricket Coordinator adopts a holistic view to the on-going success of female cricket programs, ensuring they are well planned, well-resourced, and run in an efficient and effective way.

In addition, the Female Cricket Coordinator helps the Club to meet its strategic objectives in relation to making cricket a Sport for All. They will play a key role in promoting the desired culture, values, and behaviours amongst Club members (and related groups) to ensure that the participation of females in cricket is sustainable in the longer term.

Responsible to: The President

**Responsibilities and Duties**

* Adhere to the mission, vision, and values of the Club.
* Actively promote the Female Cricket Pathway to Parents, Clubs, Schools and Participants​.
* Establish links with local Primary/Secondary Schools​/Colleges and other community organisations where females are present.
* Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers.
* Help to reinforce relevant Codes of Conduct.​
* Assist in the appointment of Team Coaches and Team Managers​.
* Provide advice on the appointment of Team Captains​.
* Promote player development with Representative opportunities​.
* Connect with the Club’s Cricket Blast program to promote the Female Cricket Pathway​.
* Ensure all players are being catered for, regardless of level of experience or ability​.
* Advocate for the improvement of facilities that help to promote female engagement​.
* Liaise with representatives from WACA regarding female cricket when required.​
* Attend Club, Association, and WACA meetings/events when required.
* Attend Committee meetings and provide an update on female cricket activity as required.
* Prepare a report for the Club Newsletter and Yearbook when required.

**Knowledge and Skills Required**

* Good interpersonal and presentation skills
* Cricket Australia Community Coach accreditation, preferred but not essential
* Passion for the game, and particularly increasing opportunities for females.
* Trustworthy, responsible and reliable.
* Ability to respond to queries in a prompt manner.
* Ability to interact with club officials, players and the wider public.
* Experience and/or knowledge of the cricket programs.
* Excellent written and verbal communication skills.

**Other Requirements**

* A Working with Children Check, National Police Certificate, or Volunteer National Police Certificate, may be required for this role.

To find out more, please refer to <https://www.cricketaustralia.com.au/about/safeguarding/safeguarding-kids>