



National Club & Inclusion Officer

Background

Cricket Ireland is the governing body for the game at both performance and participation levels throughout all-Ireland, representing the interests of both the Men's and Women's game. Cricket Ireland was awarded ICC Full Membership in 2017 and is regularly involved in World Cup and Qualifying events. Cricket was also adopted into the Olympic Games for 2028.

Reporting to

- National Game Development Manager

Key Responsibilities

- Lead the design and delivery of the Club Connects programme in partnership with Provincial Unions and clubs, covering:
 - Governance
 - Capability (Volunteer Development, Finance, Marketing & Communications, Environment & Facilities)
 - Inclusion and accessibility in all aspects of club operations.

Develop and implement an island-wide best practice framework for recruiting, training, and retaining volunteers, ensuring opportunities are accessible to people from diverse backgrounds and experiences. Deliver the National volunteer recognition campaign 'Grassroots Cricket Heroes', including the administration of the campaign, working with the marketing and communications department to market the campaign.

Highlight and promote good practice, success stories, and role models that showcase diversity and inclusion in action within clubs through the #LoveCricket campaign.

Support clubs and Provincial Unions in accessing:

- Sports Capital Programme, Sport NI Building Better Facilities, and other facility funding streams.
- Other national club facility initiatives, ensuring facilities are designed and adapted to be inclusive and accessible for all participants.
- Provide direct support to Provincial Unions and clubs to identify funding opportunities, prepare funding applications, draw down grants, and meet monitoring and evaluation requirements, with a focus on initiatives that broaden participation and engagement.
- Lead on the development and management of the Club Assessment Tool, through the Club Connects Portal incorporating ED&I measures to track progress and impact.
- Administer the Home Office Overseas Player applications process.
- Implement, promote, and administer the Club Fund, ensuring outreach and accessibility for all clubs.
- Build strong working relationships with Provincial Unions and clubs, acting as a champion for Cricket Ireland at all times and promoting a culture of inclusivity.
- Oversee the delivery of All-Ireland Club Competitions (Senior and Youth) to ensure they are planned and executed to the highest standard, providing clubs and participants with exceptional

experiences and memorable events, and ensuring competitions are showcased and promoted widely.

- Ensuring the implementation and optimisation of club systems and platforms (e.g., registration, competition management, live scoring).
- Assist in developing reports with national participation and club census data to monitor key metrics, identify trends, and pinpoint areas of growth potential or decline risk.
- Any other tasks relevant to the role.

Collaborate with the Safeguarding Officer to:

- Embed safeguarding into all club development work.
- Provide clubs with practical tools, training, and resources to foster inclusive and welcoming environments for under-represented groups, including women and girls, ethnic minorities, people with disabilities, LGBTQ+ communities, and those from disadvantaged backgrounds.

Women In Sport Lead

- Act as the primary point of contact for Sport Ireland on all Women in Sport matters.
- Prepare, submit, and manage WIS funding applications in line with Sport Ireland guidelines.
- Oversee reporting requirements and ensure compliance with funding conditions.
- Support the promotion and integration of WIS initiatives across programmes
- Act as the primary point of contact for Sport Ireland on all Get Ireland Active matters.

Key Qualities

- Qualification or relevant experience in Sports Development, Sport & Recreation, Education, or Management.
- Strong understanding of club administration, governance, and volunteer management.
- Excellent relationship management and communication skills.
- Knowledge of funding processes and facility development.
- Strong organisational skills and attention to detail.
- Full clean driving licence and access to own vehicle.

Remuneration

- Competitive, dependent on experience.
- Position tenure: permanent
- Position location: Cricket Ireland Offices, Unit 15c Kinsealy Business Park, Kinsealy K36CD70

Process

If you are interested in this opportunity, please email your CV along with a covering letter explaining why you believe you have the skills and experience to succeed in this role. Send your application to recruitment@cricketireland.ie

*The closing date for applications is **26/09/2025**. If you are shortlisted following the application process, interviews will be held as soon as possible after the closing date.*