



## **WPCA VACANCY**

### **JOB: HELDERBERG HUB HEAD COACH**

The Western Province Cricket Association, based at Six Gun Grill Newlands Cricket Ground, is known for its firm values of honesty and integrity, mutual respect and fairness, transformation, professionalism and diligence. The province epitomises excellence and dynamic leadership, striving for success both on and off the field.

The Western Province Cricket Association aims to reflect the spirit of the Vision Statement in every area of activity, whether it be:

- The team to play for and support.
- The host of visiting teams and events.
- The stadium in which to compete and be entertained.
- The organisation to work for.

A Two (2) Year Fixed Term Contract vacancy has arisen within the Cricket Service Department Development Programme of the Western Province Cricket Association for the position of a Hub Head Coach at the Helderberg Hub within the East District Area of the Cape Metropole (Somerset West/ Strand/ Macassar Geographical Area) reporting to the Cricket Service Manager. The more important criteria for the appointment is set out below and although not exhaustive, would serve as a guideline in assessing a prospective candidate.

The successful candidate will be responsible for the effective administration of the HUB Cricket Programme; implementation of a sustainable and measurable Coaching Programme and the management and running of Practice and Playing facilities. The incumbent will be based at the Helderberg Cricket Club, Helderzicht Sports Complex, Somerset West.

#### **KEY JOB OUTPUTS/RESPONSIBILITIES:**

##### **KEY DELIVERY AREA NO 1: To administer the HUB Cricket Programme**

- Coordinate the Hub programme at Mini Cricket / Schools / Club level in terms of the CSA HUB management Index.
- Coordinate and administer Area league age group cricket against minimum set fixtures per age group and ensuring that all fixtures are met.
- Administer and manage the HUB assistant coaches.
- Work with diverse stakeholders across differing cultural and national identities.
- Compiling and updating of players' information and club statistics (Factual Database).
- Completion and submission of a HUB identified players list for submission to CSA.
- Liaising with Municipality regarding field maintenance and improvements.
- Make transport and related logistical arrangements for Hub age group programmes.
- Maintain an accurate asset register and implement effective asset management of playing, coaching, office and electronic equipment.
- Submission of an approved Annual Hub Budget to support planned activities.
- Compile a monthly report on Hub activities for CSA as per the requirement.
- Setting up an effective reporting structure through the implementation and administration of a Hub Management Committee consisting of properly elected representative members within the structure to oversee that there is proper governance of all Hub program activities in compliance with WPCA/ CSA minimum criteria and ensuring that monthly meetings are held.



### **KEY DELIVERY AREA NO 2: Implementing a sustainable and measurable Coaching Programme.**

- Develop and implement a high-performance cricket coaching program aligned to the CSA Long Term Player Development process for the Boys U11, U13, U15 and U18 Hub Age Group Squads and HUB Girls Primary School and High School Squads to effectively promote quality and skills levels, quality of opportunity of all Hub identified players.
- Evaluate and monitor progress of Assistant Hub Coaches to ensure that training programmes meet the needs of identified Hub players and Hub program objectives and outcomes.
- Coach and identify talent to produce proficient players who can perform at representative level for the RPC, regional, and provincial teams.
- Entering HUB age group teams into mainstream leagues at school and club levels.
- Increase participation numbers of players / scorers / umpires / team managers and coaches.
- Improve performance of individual players and teams.
- Absorb Mini Cricket graduates into hardball structures (Conversion to hardball cricket).

### **KEY DELIVERY AREA NO 3: Management of Practice and Playing facilities.**

- Ensure quality preparation and maintenance of facilities.
- Report on monthly basis the status of facilities.
- Identify new capacity development needs within the Hub area of jurisdiction.

### **KEY JOB COMPETENCIES**

- Planning & Organising
- Communication – Oral & written
- Facilitating meetings
- Interpersonal relationships
- Negotiation
- Handling pressure
- Problem solving
- Decision Making
- Coordination

### **MINIMUM SKILLS, QUALIFICATIONS AND EXPERIENCE:**

- Grade 12 qualification
- Valid RSA Driver's licence
- Valid Post 2005 CSA Level II Coaching Accreditation Qualification
- Valid Police Clearance (SAPS365) or Proof of Application.
- Computer Literate (Microsoft Suite: MS Excel, MS Power Point and MS Word)
- 3 years working in a sport development environment.
- Knowledge and an understanding of the game of Cricket

### **KEY ATTRIBUTES**

- Service orientated – achieving results and stakeholder satisfaction
- Conscientious



- Courteous
- Self-motivated
- Integrity and Honesty
- Deadline Driven (Critical)
- Persuasive
- Resilient
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## **GENERAL**

This fixed term position is ideally suited to a strong team player who is deadline driven and self-motivated. Being a good communicator with the ability to confidently interact across all levels of stakeholder engagement is a necessity. The individual must be able to embrace operating in an environment that demands new and transformed thinking to develop strategies on par with the cricketing landscape.

Being part of the sport of cricket, the role requires an ability and willingness to travel, work long hours, over weekends and public holidays where necessary.

By applying applicants acknowledge that they give permission to WPCA to perform any checks or references that may be deemed necessary.

Suitably qualified candidates are invited to apply for the position by submitting such application together with a comprehensive CV, certified copies of applicants South African ID, Valid RSA Driver's Licence, Valid Post 2005 CSA Level 2 Coaching Accreditation qualification, Valid Police Clearance (SAPS365) or proof of Application, and other appropriate qualifications relating to the post and least two contactable references to the WPCA HR Assistant, **Ms Michelle Ernstzen**, at e-mail address: [michellee@cricket.co.za](mailto:michellee@cricket.co.za) by the **close of business on Monday 23 August 2021 (17h00)**. All applications will be treated in strict confidence. Only shortlisted candidates will be contacted for interviews and possible additional assessments, which will be arranged at the mutual convenience of both parties.

WPCA is an equal opportunity, affirmative action employer. It is our stated intention to promote and broaden the diversity of our workforce ensuring that South Africans of all races, gender and disability can be involved in the administration of cricket. The appointment will be made in line with WPCA employment equity commitments and objectives and CSA Transformation requirements.

A 2 Year Fixed Term contract and a performance execution agreement outlining the performance goals and expectations for the year ahead in achievement of CSA's strategic vision and goals within the defined values framework shall be entered with the successful applicant. The right not to make an appointment is reserved.

Should you not be contacted within 14 days of the closing date, you may consider that your application was unsuccessful.