

## DVCA Female Cricket Manager Role - Roles & Responsibilities

No.	Key Areas
(i)	<b>Executive Tasks</b> <ol style="list-style-type: none"> <li>1. Prepare executive reports as required</li> <li>2. Collate recommendations, outcomes &amp; reports for female cricket</li> <li>3. Coordinate public meetings and forums as required for female cricket</li> <li>4. Act as a spokesperson on DVCA female matters as required</li> </ol>
(ii)	<b>Meetings</b> <ol style="list-style-type: none"> <li>1. Attend junior meetings as required</li> <li>2. Attend DVCA Executive meetings</li> </ol>
(iii)	<b>People and Communications</b> <ol style="list-style-type: none"> <li>1. Work with the Junior Manager on all matters affecting the female (girls &amp; women's) competitions, including involvement with programs to grow female cricket in the DVCA.</li> <li>2. Work with Cricket Victoria on junior girl's cricket matters, all matters relating to Stage 1 to 3 cricket formats implementation &amp; Woolworths Blast Girls Program.</li> <li>3. Work with Cricket Victoria on senior women's cricket matters, all matters relating to developing women's senior cricket programs in the DVCA.</li> <li>4. Develop &amp; implement initiatives to grow female participation &amp; ultimately grow the DVCA clubs/teams female cricket competitions.</li> <li>5. Assist clubs with the development of female cricket participation.</li> <li>6. Be familiar with grant opportunities available to clubs &amp; associations for their grant programs and assist with the grant application process (where appropriate).</li> <li>7. Compliance with Cricket Victoria's Child Safety Standards</li> <li>8. Responsible for all official executive communications to member clubs regarding female cricket competition specific matters.</li> </ol>
(iv)	<b>Competition Administration</b> <ol style="list-style-type: none"> <li>1. Communicate and correspond (email, phone calls) with DVCA Executive on Female Cricket Competitions</li> <li>2. Communicate and correspond with all DVCA Clubs on Female Cricket Competitions</li> </ol>
(v)	<b>Qualifications &amp; Skills</b> <ol style="list-style-type: none"> <li>1. Cricket Australia Coaching Accreditation</li> <li>2. Valid Working with Children Check</li> <li>3. Knowledge of MyCricket administration system</li> <li>4. Computer literacy, including knowledge of Microsoft office applications</li> <li>5. Excellent communication skills (email. phone)</li> </ol>

Annual Remuneration...\$5K