Position Title	Community Delivery Staff
Employer	Bay of Plenty Cricket Association
Date	January 2021
Position	Part time (up to 24 hours per week) Fixed Term: 15 February – 01 April 2021 (must be able to attend training prior to 15 February)
Reports to	BOPCA Women's Development Officer
Key Internal Relationships	Women's Development Officer, Development Manager – Bay of Plenty, additional NDCA Yeah Girls Activators
Key External Relationships	BOPCA schools and clubs
Primary Objectives	• Deliver programmes in primary and intermediate schools which promote female participation, inclusive of any administration. • Provide content for regional websites and social media.
Remuneration	$25 per hour

1. Technical and Personal Competencies

(a) Mandatory

- Passion to grow female participation through fun new programmes
- Energetic to grow female specific participation
- Full clean drivers licence and access to personal vehicle
- Microsoft Office suite skills
- Excellent communication and presentation skills to engage stakeholder relationships.

(b) Highly desirable

- Coaching certificate or sport experience (any sport)
- Understand/experience in community sport (any level)

2. Key Responsibilities and Accountabilities

- Deliver Yeah! Girls promotional packages to recruit and register hub participants
- Deliver GoGirls programmes inclusive of festival days
- Complete all programme administration inclusive of any registration and/or fee administration