

## Job Description

<b>CONTRACT ROLE:</b>	<b>DISTRICT MANAGER</b>
<b>EMPLOYER/ CONTRACTING PARTY:</b>	<b>Otago Country Cricket Association (OCCA)</b>
<b>POSITION TYPE:</b>	<b>Part-Time Employee (0.5 to 0.75) or Contractor</b>
<b>REPORTING TO:</b>	<b>OCCA Board</b>
<b>LOCATION:</b>	<b>Otago Country</b>
<b>TERM:</b>	<b>1 August 2022 – 31 July 2023</b>

### ABOUT DISTRICT CRICKET

Otago Country Cricket Association (OCCA) is a District Association responsible for the governance and management of cricket across the Otago Country region. Otago Country Cricket partner New Zealand Cricket and Otago Cricket to grow and develop cricket within our community.

### PURPOSE OF THE POSITION

The District Manager is responsible for the effective leadership, growth of commercial revenue and management of the OCCA to ensure it achieves the strategic and operational goals set out in the OCCA's Strategic Plan and annual business plan.

### TASK DESCRIPTION (Prime Responsibilities)

<b>Key Task:</b>	<b>Expected Outcome:</b>
<i>Financial sustainability</i>	<ul style="list-style-type: none"> <li>To strengthen the organisation's financial base and income stream.</li> <li>To significantly increase the income and revenue generated through donations and commercial sponsorship opportunities.</li> <li>Take full responsibility and accountability for all sponsorship, and fundraising aspects of the OCCA.</li> <li>Design and deliver annual sponsorship, fundraising and marketing plans for the OCCA.</li> <li>Develop a finance strategy to deliver OCCA planned activities and a financial surplus after depreciation.</li> <li>Prepare and present applications to community trusts, to ensure OCCA's ongoing financial viability.</li> </ul>
<i>Planning &amp; Reporting</i>	<ul style="list-style-type: none"> <li>Facilitate the completion of the annual business plan consistent with the agreed strategy.</li> <li>Ensure operating plans and their accompanying goals and objectives are implemented according to specified budget, timeframe, and policy.</li> <li>Working with the Board of OCCA and OCA senior management review the annual plan each year before the end of June.</li> <li>Reporting as required against NZC Cricket Network Partnership Investment Agreement (CNPI) KPIs</li> </ul>

<b>TASK DESCRIPTION (Prime Responsibilities)</b>	
<b>Key Task:</b>	<b>Expected Outcome:</b>
	<ul style="list-style-type: none"> <li>• Report quarterly to the Board on progress against the agreed work plan.</li> <li>• Work alongside OCCA Board and other stakeholders to deliver OCCA elements of the Cricket Network Investment Partnership Agreement.</li> <li>• Attend scheduled OCCA Board meetings and OCA meetings as required.</li> </ul>
<i>Relationships &amp; Communication</i>	<ul style="list-style-type: none"> <li>• Build and maintain constructive relationships with all members of the OCCA community including the OCCA Board, players, parents, schools, supporters, sponsors, funders, umpires, officials and volunteers, media, QLDC, CODC, Otago Cricket and NZ Cricket.</li> <li>• Use the OCCA website, Facebook page and other social media platforms to promote, market and communicate the OCCA's news, activities and successes with the wider community</li> <li>• Ensure strong links with local cricket clubs in Central and South Otago and sub-district Associations.</li> </ul>
<i>Policies &amp; Procedures</i>	<ul style="list-style-type: none"> <li>• Work with the appropriate Board member/s to ensure effective policy and procedures are in place.</li> <li>• Facilitate the Board review of policies as required.</li> </ul>
<i>Facilities &amp; grounds</i>	<ul style="list-style-type: none"> <li>• Work with the OCCA Board and local authorities to develop cricket facilities.</li> <li>• Management of ground and fixture bookings including communication and liaison with Councils/Ground staff, volunteer groundskeepers and schools.</li> </ul>
<i>Competitions</i>	<ul style="list-style-type: none"> <li>• Competitions Management – promotion of OCCA Competitions to clubs (and schools) across all grades from Junior to Senior grades.</li> <li>• Lead the formulation of competition draws using cricket management software.</li> <li>• Communicate with club liaison and captains in each senior/senior reserve competitions.</li> <li>• Book all grounds for general competition, programmes, and game.</li> <li>• Maintain rules and playing conditions.</li> </ul>
<i>District Cricket</i>	<ul style="list-style-type: none"> <li>• Coordinate age group district cricket games and tournaments.</li> <li>• Manage the distribution of cricket gear and uniforms across age group teams.</li> <li>• Communication with district coaches and/or managers appointed by the OCCA Board.</li> <li>• Liaise with schools, clubs and the Otago Cricket Associations appointed CDO, to ensure the effective delivery of coach and player development programs and initiatives throughout the district.</li> <li>• Provide support and maintain consistent communication with the OCA employed CDO and with OCA Pathway Manager/Coach.</li> </ul>
<i>Meetings</i>	<ul style="list-style-type: none"> <li>• Attend scheduled community team meetings (by Zoom).</li> <li>• Attend all OCA full staff meetings (6 weekly).</li> <li>• Attend all planned South Island and NZC conferences.</li> </ul>

**Contacts/Relationships:**

No. of staff	0
<b>Internal Liaisons</b> <ul style="list-style-type: none"><li>• Board of Directors Working Sub committees of the board</li><li>• Match Day Manager</li><li>• Independent Contractors</li></ul>	<b>External Liaisons</b> <ul style="list-style-type: none"><li>• Otago Cricket – CEO, Manager Community Cricket</li><li>• Cricket Development Officer (CDO)</li><li>• Local Councils (Clutha District, Queenstown Lakes District, Central Otago District)</li><li>• Media</li><li>• Local sponsors</li><li>• Community funders</li><li>• New Zealand Cricket</li><li>• External suppliers/service companies</li><li>• Clubs</li><li>• Volunteers</li></ul>