

The Cricket Collective

Volunteer Role Profile Toolkit



Introduction

If you are a club looking to recruit volunteers, it is good practice to include a role description when advertising any opportunity. Potential volunteers may be put off from joining a club because they are not sure what will be asked of them. Creating role profiles helps explain what is required. People can then decide if they have the availability, skills and interest to get involved.

We have created a role profile template that you can use to advertise available roles at your club. We have also provided some guidance on how to complete each section in an engaging and accessible manner.

While specific roles and responsibilities will vary between each club, we have created a number of example profiles as a guide. We encourage you to use and adapt these for your own club activities.



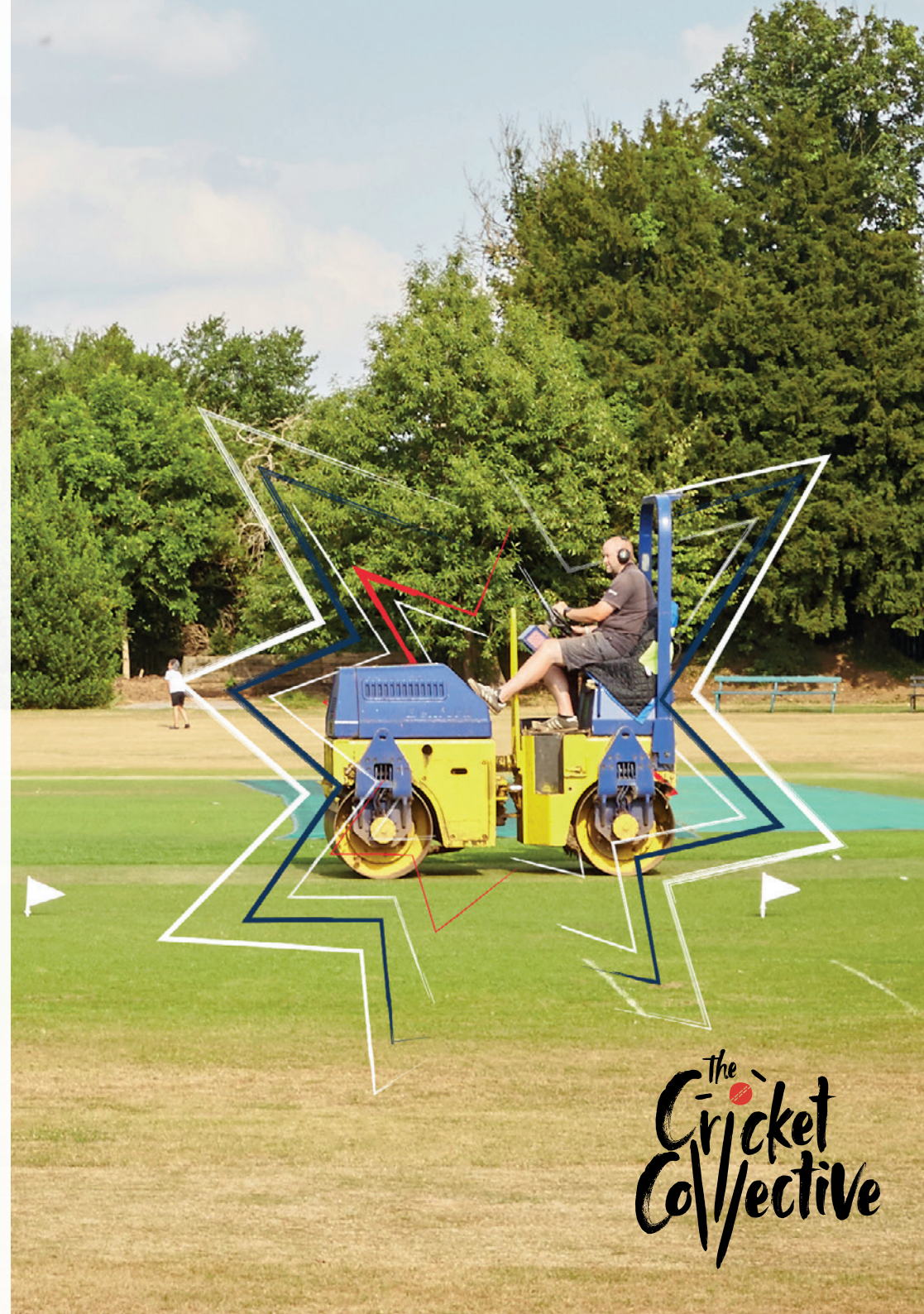
When producing a volunteer role description, some key points to remember include:

- Keep it simple and to the point – try to be specific so people know what they are signing up to
- Emphasise the positives! What will the volunteer gain from joining your club and what impact will they have
- Be realistic! If the role requires a very high time commitment, is it possible to divide it into multiple roles to make it more appealing to prospective volunteers?
- Inclusion should be at the heart of your volunteer roles. For more advice on creating an inclusive and supportive club, please refer to the ECB EDI resources

Contents

These templates include:

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- - Role Profile Template
- - Guidance on safer recruitment
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- - Example profile: Safeguarding Officer
- - Example profile: Scorer
- - Example profile: Umpire
- - Example profile: Volunteer Coordinator
- - Volunteer Matrix





**These Role Profiles serve as examples. Your club
Should adapt the content to suit your specific situation.**

For further guidance, please consult the ECB Volunteer
Role profile Guidance document.

Insert club
logo here

Join [insert club name here] as [insert job title here]

Main Aim of the Role:	<i>Keep this brief and to the point</i>
Time commitment:	<i>Give an approximate idea whether this role requires low, medium or high commitment. Make sure you specify if there is flexibility or if the required commitment is open to negotiation</i>
Useful skills:	<i>Think about what is necessary, and what isn't. You don't want to put volunteers off because you have put unattainable skills on the Role Profile!</i>
Support / training received:	<i>Here you can explain who the volunteer will work closest with and highlight any training or learning opportunities they will receive</i>
Tasks:	<i>Be as specific as possible here so people know what they are signing up to. If you can add estimates for how long each task will take and how frequently it will be done that also helps.</i>
Benefits of volunteering:	<i>Remind people of the many benefits of volunteering! We have given some ideas in the Example Role Profiles, but we suggest tailoring this list to your club's specific offer</i>
How to apply:	<i>If possible at this stage, you should include details on what will be asked of applicants. Try to avoid giving volunteers too many hoops to jump through – you are likely to put people off if you ask them to write an entire cover letter. Ask yourself if this level of detail is really necessary, and whether you can find a more suitable way of finding out their interest/ commitment. If you are expecting multiple applications for a role – for example, Club Chair – it might be a good idea to have 3-4 set questions that everyone must answer. This creates a more level playing field to assess applications. Further information on Safer Recruitment practice can be found below.</i>

Insert club inclusion statement here

e.g.: **XXX** club believes in equal opportunities and is committed to developing an inclusive club environment.
If we can make any reasonable adjustments – or provide additional or background information – to support your application, please let us know.



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insert club logo here

Join [insert club name here] as [insert job title here]

Main Aim of the Role:

Time commitment:

Useful skills:

Support / training received:

Tasks:

Benefits of volunteering:

How to apply:

Insert club inclusion statement here

e.g.: **XXX** club believes in equal opportunities and is committed to developing an inclusive club environment. If we can make any reasonable adjustments – or provide additional or background information – to support your application, please let us know.

Guidance on Volunteer Safer Recruitment

	<p>The ECB is committed to providing a welcoming, child-friendly and safe environment for children. All volunteers should be aware of and sign up to the club's child safeguarding policy and procedures, best practice guidelines and codes of conduct.</p> <p>The below information will help clubs to ensure when they recruit volunteers, they continue to do so using the principles of Safe Recruitment. By adopting the points outlined here you will be putting in place the current best practice to safeguard children.</p>
Meeting/Interviewing the Volunteer:	<p>It is highly recommended clubs meet with all individuals prior to recruitment decisions being made and that more than one club representative is present. The meeting/interview will enable the club to explore information provided in the expression of interest form.</p> <p>Questions to ask the applicant should be prepared in advance and ensure the applicant has an opportunity to recount previous experiences and give examples of how they have handled, or would handle, situations.</p> <p>Although it is important to gain information about an applicant's relevant technical capabilities, it is also necessary to explore attitudes and commitment to child safeguarding.</p> <p>It's also important to identify what support and training they require.</p>
Reference for Roles Involving Work with Children:	<p>Good practice for positions involving work with children is to seek at least two references from individuals not related to the applicant.</p> <p>One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual's previous involvement in sport, particularly children's cricket.</p> <p>Both references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires.</p> <p>For a club this could be as simple as contacting a referee via the phone and then writing down the details.</p> <p>Any required qualifications should be substantiated, for example, obtain photocopies of coaching certificates.</p> <p>At this point, roles that are in regulated activity would require an ECB enhanced DBS check.</p> <p>Further information on the roles that require checks and how to do this is available via your county safeguarding officer or on the ECB website.</p>



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Insert club
logo here

Join xxx Club as Chair

Main Aim of the Role:	To oversee the development, growth and running of the club. To manage the club committee, provide leadership and ensure the development of a supportive and welcoming environment
Time commitment:	Higher commitment (10+ hours/week)
Useful skills:	<ul style="list-style-type: none">• Enthusiastic• Inspiring• Excellent organisation• Experience – and enjoyment – of people management• Commitment to and understanding of club ethos• Knowledge of equity and diversity issues and commitment to implementing relevant strategies for positive change• Excellent communicator
Support / training received:	Support from the County Cricket Board and wider club volunteer team
Tasks:	<ul style="list-style-type: none">• Manage the committee:<ul style="list-style-type: none">○ Chair committee meetings○ Work closely with Volunteer Coordinator to ensure any resource gaps are filled○ Support committee members in fulfilling their roles and training opportunities• Lead Club's strategic development:<ul style="list-style-type: none">○ Create a welcoming and inclusive club environment○ Oversee the development and implementation of club policies○ Regularly review the club structure to ensure effective governance○ Ensure sufficient procedures are in place to create a safe and effective club environment• Other:<ul style="list-style-type: none">○ Communicate key events and successes to club membership base○ Develop a succession plan

	<ul style="list-style-type: none"> ○ Represent the club and its ethos at relevant CCB and ECB events
Benefits of volunteering:	<ul style="list-style-type: none"> • Learn new and develop existing skills through hands on experience • Join our thriving and welcoming club community, meet new people and have fun! • Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales • Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none"> • Send an email expressing your interest to xxx@xxx.com • On receipt, we will send you 4-5 questions to answer so we can understand your motivations for the role and plans for the club <i>[Remember, the application process should be as straightforward as possible! Only ask for a long written application if it will truly be beneficial – it might be better to have some set questions that every applicant has to answer.]</i>

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Insert club
logo here

Join xxx Club as Coach

Main Aim of the Role:	To lead sessions for the women's and men's teams, creating a supportive environment and supporting player development
Time commitment:	Varying commitment (2-4 hours/week coaching, plus matchdays)
Useful skills:	<ul style="list-style-type: none">• Enthusiastic• Empathetic• Reliable and responsible with good organisational and time-keeping skills• ECB Foundation or ECB Core Coach qualification• Dedicated to equity, inclusion and fair play• Excellent communicator and interpersonal skills
Support / training received:	Support from the ECB and County Cricket Board coaching team; funded DBS checks; safeguarding training, First Aid and other development opportunities
Tasks:	<ul style="list-style-type: none">• Plan and deliver safe, inspiring and impactful coaching sessions• Actively contribute to a welcoming and inclusive club environment• Ensure a First Aid Kit is available at all matches and sessions• Work together with Assistant Coaches• <i>Additional tasks to be added depending on the age and ability of teams being coached</i>
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com• Include details on your coaching experience to date and coaching qualifications; references may be requested

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Insert club
logo here

Join xxx Club as Fundraising Officer

Main Aim of the Role:	To identify and apply for grants and funding opportunities that support the club in achieving its goals and continue its provision of cricket
Time commitment:	Low commitment with flexible application, approx. 4-6 hours/month
Useful skills:	<ul style="list-style-type: none">• Experience/knowledge of writing and applying for grants• Experience/knowledge of holding fundraising events and activities• Dedication and patience• Reliable and organised• Good writing skills• Excellent communicator
Support / training received:	Support from the wider club volunteer team, particularly the Treasurer
Tasks:	<ul style="list-style-type: none">• Develop a fundraising strategy and timeline together with the Treasurer• Actively find and apply for grants, funding and sponsorship opportunities• Work with the Social Sec to plan events and activities that raise funds• Be innovative in developing new ways to fundraise• Communicate effectively with other volunteers and club members to ensure you have sufficient information for grant applications
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com• On receipt, the club may request additional information on your experience or knowledge of fundraising• <i>It's good practice to ask for experience or demonstrable knowledge of a topic. Some people may not have had the same opportunities to gain 'traditional' work experience due to societal barriers, this</i>

may be particularly relevant to disabled people and other minority groups.

EXAMPLE

Insert club inclusion statement here

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Insert club
logo here

Join xxx Club as Refreshments Assistant

Main Aim of the Role:	To help visitors enjoy their time at the club by assisting with food and drinks
Time commitment:	Flexible
Useful skills:	<ul style="list-style-type: none">• Sociable and welcoming• Responsible• Good communicator
Support / training received:	Support from the club volunteer coordinator and wider volunteer team; training on using a till is offered
Tasks:	<ul style="list-style-type: none">• Treat club members and visitors in a friendly and welcoming manner• Serve food and drinks to visitors and take the relevant payment by cash or card• Clean and tidy the club social area
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com

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Insert club logo here

Join xxx Club as Safeguarding Officer

Main Aim of the Role:	To champion the safety and welfare of everyone involved in the club
Time commitment:	Variable (4 hours/ month in off-season, higher during the season)
Useful skills:	<ul style="list-style-type: none">Committed to the welfare, safety and wellbeing of othersReliable and trustworthyApproachableEmpatheticGood communicatorChildren-first approach
Support / training received	Training in Safeguarding and Safe Hands Management System; funded DBS check
Tasks:	<ul style="list-style-type: none">Help create a club culture of respect, inclusion, safety and accountabilityOversee your club's safeguarding policy, ensuring it is adhered to and regularly reviewedEnsure your club has formally adopted and adheres to ECB's Safe Hands Safeguarding and Protecting Children Policy StatementEstablish processes for members to share confidential feedbackLead the drive for safe and responsible recruitmentUphold confidentiality – where possible – and accountability
Benefits of volunteering:	<ul style="list-style-type: none">Learn new and develop existing skills through hands on experienceJoin our thriving and welcoming club community, meet new people and have fun!Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and WalesGain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">Send an email expressing your interest to xxx@xxx.com

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Insert club
logo here

Join xxx Club as a Scorer

Main Aim of the Role:	To record the score of cricket matches
Time commitment:	Variable (depends on length of games; minimum commitment is one match/month)
Useful skills:	<ul style="list-style-type: none">• Reliable• Good attention to detail• Basic maths and written skills• Happy to work independently and in a team• Good communicator
Support / training received	Training in scoring (computer and manual) will be provided
Tasks:	<ul style="list-style-type: none">• Accurately record runs scored, wickets taken, and overs bowled• Calculate overall scores for teams and individual batters and bowlers• Communicate effectively with the umpire
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com

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Insert club
logo here

Join xxx Club as an Umpire

Main Aim of the Role:	To oversee matches and implement the laws of the game
Time commitment:	Variable (depends on length of games; minimum commitment is one match/month)
Useful skills:	<ul style="list-style-type: none">• Reliable• Good attention to detail• Good communicator
Support / training received:	Training in umpiring and relevant skills (basic laws of the game, communication, and confidence) will be provided
Tasks:	<ul style="list-style-type: none">• Umpire matches, accurately and reliably implementing the laws of the game• Uphold the spirit of the game: to respect players, officials and fair play, and to create a positive environment• Communicate effectively with players and other officials
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com

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Insert club
logo here

Join xxx Club as Volunteer Coordinator

Main Aim of the Role:	To support, inspire and organise the volunteers at the heart of the club	
Time commitment:	Higher commitment (6 hours/week), but can negotiate with the club as role sharing is possible	
Useful skills:	<ul style="list-style-type: none">• Friendly• Enthusiastic• Reliable	<ul style="list-style-type: none">• Organised• Good listener• Excellent communicator
Support / training received:	Support from the Club Chair and County Cricket Board Volunteer Lead	
Tasks:	<ul style="list-style-type: none">• Lead volunteer recruitment:<ul style="list-style-type: none">○ Identify required roles within the club,○ Match existing volunteers to these roles and highlight gaps,○ Create innovative and inspiring means to recruit new volunteers (from both inside and outside the club)• Create a welcoming environment for new volunteers• Support existing volunteers and help organise training opportunities, where appropriate• Celebrate and thank volunteers for their contribution	
Benefits of volunteering:	<ul style="list-style-type: none">• Learn new and develop existing skills through hands on experience• Join our thriving and welcoming club community, meet new people and have fun!• Become part of the Cricket Collective, the volunteers bringing the recreational game to life across England and Wales• Gain a brilliant CV booster!	
How to apply:	<ul style="list-style-type: none">• Send an email expressing your interest to xxx@xxx.com• On receipt, the club may request additional information from you around your motivations for the role	

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If we can make any reasonable adjustments – or provide additional or background information – to support your application, please let us know.



You can use this document to map the roles needed at your club and the volunteers who fill them. If a role is unfilled, the square will turn red.

If a volunteer does more than one role, their name will turn red.

Lots of volunteers will do multiple roles -- this is ok!

But it might be a good idea to ask them if they need an extra hand and always remember to show your thanks.

This template is available to use on the ecb resource hub

Volunteer Roles

Role	Filled? Y/N	Who?
Committee		
President	Y	Sarah
Chair	Y	Lewis
Vice-Chair	Y	Nikita
Treasurer	Y	Ray
Club Secretary	N	
Membership Secretary	Y	Fern
Safeguarding Officer	Y	John
Social Sec	N	
Marketing & Comms Sec	N	
Volunteer Coordinator	N	
Fundraising Officer	Y	Fern
EDI Lead	Y	John
Women and Girls Lead		Beverley
Disability Lead		Sarah
Sustainability Lead	Y	Trevor
Discipline Lead	N	
Parent Liaison Lead	Y	Janette
Clubhouse management		
Cleaner	Y	Geoffery
Cleaner	Y	Lucy
Refreshments Assistant	Y	Fraser
Refreshments Assistant	Y	Jack M
Refreshments Assistant	N	
Squad Teams		
Men's 1st Team Captain	Y	Jack M
Men's 1st Team Manager	Y	Ahmed
Men's 1st Team Coach	Y	Lewis
Women's 1st Team Captain	Y	Shanice
Women's 1st Team Manager	Y	Zoe
Women's 1st Team Coach	Y	Lewis
Girls' U-11 Team Captain	Y	Amal
Girls' U-11 Team Manager	Y	Zoe
Girls' U-11 Team Coach	Y	Trisha
Girls' U-11 Assistant Team Coach	N	
Boys' U-15 Team Captain		Zach
Boys' U-15 Team Manager		Jack B
Boys' U-15 Team Coach		Lewis
Boys' U-15 Assistant Team Coach		
Matchday Team		
Fixtures Secretary	Y	Jack M
Scorer	Y	Tina
Scorer	Y	Steven
Scorer	N	
Scorer	N	
Umpire	N	
Umpire	N	
Umpire	N	
Groundskeeper	Y	Lewis
Assistant Groundskeeper	Y	Charlie
National Programmes Team		
Dynamos Activator	Y	Janette
Dynamos Activator	Y	David
Dynamos Activator	Y	Fiona
Dynamos Activator	Y	Amelia
Dynamos Parent Helper	Y	Molly
Dynamos Parent Helper	Y	Michael K
Dynamos Parent Helper	N	
Dynamos Parent Helper	Y	Sonali
Dynamos Parent Helper	Y	Amal
All Stars Activator	Y	Janette
All Stars Activator	Y	Steve
All Stars Activator	Y	Jack M
All Stars Parent Helper	Y	Michael K
All Stars Parent Helper	Y	Michael S
All Stars Parent Helper	Y	Harriet