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# Job Description

**Job Title** Personal Development Manager (PDM)

**Department** Member Services

**Reports to** Director of Development and Welfare

# Job Purpose

Deliver a Personal Development & Welfare Programme (PDWP) for professional and county academy cricketers, past and present, in an identified region, as part of a national team, working closely with the equivalent team supporting the ECB’s elite programmes, and the PCA’s expert referral network.

**Context**

The PCA’s Personal Development & Welfare Programme (PDWP) is a personalised support service which recognises that cricket is likely to be the main focus in a player's life while they are playing, but that playing cricket represents a relatively short part of a cricketer’s working life.

The PDWP aims to be a player-centred programme that supports players through key transitions in their lives, facilitates learning and personal development, and helps players to maximise their potential as cricketers, and prepare for life after cricket.

It is critical that PD Managers maintain good relationships with County Directors of Cricket and Coaches, but have high level of independence and integrity, in order that the players have high trust in the confidentiality of the relationship.

Key areas of focus include:

1. Professional Player Preparation
2. Personal Welfare Support
3. Self-Awareness& management
4. Interpersonal skill development
5. Transitional Support
6. Experiential Learning
7. Dual Aspirations Support

### Principal Responsibilities

## Personal Development & Welfare

Be available to support players in the seven areas listed above, within the PDM’s designated region of responsibility, both on demand (be available to all) and pro-actively (focusing on those players who have committed to a programme of personal development) for player across the 7 identified areas.

* **Relationships**

Form strong and trusting relationships with players, other members of the PDM network and team, fellow PCA Employees, and relevant County Cricket Club management.

* **Winter programmes**

With the other members of the PDM team, develop and deliver a programme of winter activity (to be a mix of personal, local, regional and national work) to take advantage of the agreed 0.5 days a week time commitment for personal development agreed by the ECB and the Counties.

* **Workshops**

Administer and co-ordination of the education programmes/workshops (to include venue liaison and communication with course candidates pre- and post-event), in line with the ECB/PCA standard contract for current professional cricketers and past players as required. Play an integral role in the ECB/PCA rookie camp in Feb/March each year.

* **Mandatory education programmes**

Ensure full participation by the County squads for which the PDM is responsible in mandatory education and training modules covering topics including (but not limited to) integrity and doping.

## Liaison

## Collaborate closely with the PDM’s working for ECB on the England performance programmes, and members of the PCA expert referral network to ensure players have the best support and advice available.

## Player services

Attend relevant county visits, and Player representatives’ meetings and other appropriate team meetings, taking notes/minutes when appropriate, and following through promptly on agreed actions. Assist with the co-ordination of agreed player projects where directed by the Player Services Director, including maintenance and development of current and past player databases

* **Academies**

Deliver a PDWP workshop programme to county Academies to meet the objectives of the PCA and County Academy Director. Plan the delivery of workshops and source appropriate facilitators when he/she does not possess the requisite skills or experience.

**Knowledge Skills and Experience**

**Essential:**

* Sound knowledge of and experience in personal, career and education guidance.
* Excellent experience & competence at high level inter-personal, presentation, facilitation, negotiation, counselling and communication skills.
* An in-depth understanding of the issues facing high performance people and the challenges of career change.
* Computer literacy, including MS office.
* Experience of working with young & adult performers.
* Knowledge of the UK education system.
* Flexibility towards work schedule and willingness to travel within the UK.
* Full Driving Licence.
* Strong desire to excel at whatever tasks is at hand, seeking to achieve high levels of professionalism
* Quick to respond to problems and devise solutions which achieve objectives, making timely decisions and guiding actions in the context of the bigger picture
* Passionate about maintaining and bettering standards of service for cricketers

**Desirable:**

* Knowledge of essential operations of the PCA and its departments.
* Good undergraduate honours degree in related field
* Knowledge of the essential structure of the ECB and its relationship with the major counties.
* Experience of playing sport (ideally cricket) at an elite level.
* Undergraduate or Postgraduate Qualifications in Career Counselling /Counselling /Psychology /Coaching / Learning & Development.
* Project management experience
* Highly developed analytical skills
* Post Graduate Certificate in Careers Counselling for Elite Performers
* TALS Qualification (Talented Athlete Life Style support)
* ILM Level 5 or higher in Coaching or Mentoring
* Myres Briggs Type Administrator
* Undertaken continued professional development in order to continually strive for excellence within this field.

# Working Relationships

* Key PCA staff
* Cricketers. Current players, Past players and Academy Cricketers
* Parents and Partners
* Academy Directors, Cricket Coaches & Support Staff
* FCC CEO’s
* External Referral Network (Legal, Mental Health and stakeholders)
* ECB and PCA colleagues
* PCA Director of Development and Welfare
* Coach Education Departments at the ECB
* Recruitment partners
* External Partner organizations & facilitators
* Other Sports associations and organisations Personal development and welfare departments
* The Professional Players Federation
* EU Athletes Organisation