



Job Title: PCA Personal Development and Welfare Academy Intern
(Durham CCC & Yorkshire CCC)

Reports to: Lynsey Williams, Head of Personal Development & Welfare

Department: Member Services

Job Purpose

Working alongside experienced PCA Personal Development Managers (PDMs), this position offers hands-on involvement in the coordination and delivery of personal development and welfare content to male and female academy players in Durham County Cricket Club and Yorkshire County Cricket Club – designed to equip young players with the skills to thrive both on and off the field.

Principal Responsibilities

- With support from PCA Personal Development Managers (PDMs), create and deliver PCA Personal Development and Welfare content to male and female academy players in Durham County Cricket Club and Yorkshire County Cricket Club
- Provide induction, 1-1 support and workshop delivery, ensuring engaging, age-appropriate content covering topics such as mental health, identity, career exploration, lifestyle management, and transition planning.
- Assist with workshop logistics, including scheduling, venue coordination, and communication with academy staff.
- Liaise with academy players and coaching staff, helping to ensure content is relevant and aligned with their development needs.
- Contribute to the monitoring and evaluation of workshops by gathering feedback and supporting internal reporting.
- Participate in PCA team meetings, contributing ideas and helping shape session content.
- Support general administration, including preparing materials and post-delivery documentation and recording player meeting notes in the PCA data management system.

What We're Looking For

- A clear interest in athlete development, player welfare, or working within high-performance sporting environments.

- Strong interpersonal skills, with the ability to build rapport and engage with young athletes.
- Organised, proactive, and able to manage multiple tasks independently and as part of a team.
- Flexible and willing to travel to Yorkshire and Durham to deliver in-person sessions.
- An understanding of, or willingness to learn about, PCA's work in supporting current and future professional players.

What You'll Gain

- Valuable experience in the design and delivery of personal development programmes within elite sport.
- Insight into the PCA's highly regarded Personal Development and Welfare Programme (PDWP) and its impact across the game.
- Opportunities to take part in PCA CPD and to network with professionals across the county game, PCA staff, and external workshop facilitators.

Work Details:

Number of days:	Equivalent of 36 days work over the 6 month period
Evening and weekend work:	Specific dates and times to be agreed on appointment in collaboration with the Professional County Academy leads.
Mode of delivery	Predominately in-person work with the option of some on-line delivery where appropriate or required.
Location:	Must live within a reasonable commutable distance to the professional county they are applying to, and travel expenses will be paid as per our PCA travel policy.
Salary:	£4000 for the full duration of the 6-month period, which will be spread over the 6 months and paid on a monthly basis along with any expenses incurred.
Role specific requirements:	Need to hold or be willing to get an advanced DBS and complete the ECB Safeguarding course

For further information, please contact Lynsey Williams, Head of Personal Development and Welfare on lynsey.williams@thepca.co.uk

Company-wide responsibilities

All employees, interns and volunteers have the following responsibilities

Health and Safety

- To take responsibility for your own health, safety and welfare, being conversant and ensuring compliance with all relevant policies and procedures.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment.

Confidentiality

- Take responsibility for keeping all Information belonging to the PCA and its members confidential; not at any time directly or indirectly disclose to a third party or make use of any confidential information.

Data Protection

- To undertake to familiarise yourself with the data protection procedures set down by the Company as a result of the General Data Protection Regulations