



Recruiting Manager

Position Description

Overview

The Recruiting Manager is primarily responsible for chairing meetings of and organising the Recruiting Committee, which is charged with bringing new players into the club.

Core Responsibilities

- Organise the recruiting committee and chair meetings.
- Conduct end of season interviews with current playing group to determine playing intentions for next season.
- Develop a recruiting plan after analysing the strengths and weaknesses of the playing group.
- Liaise with wider club network to identify potential recruits.
- Contact and meet with potential recruits.
- Negotiate and document contracts with potential new professional players and coaches that fall within the parameters of the Playing Portfolio Budget.
- Liaise with Media Manager to announce new signings to the club.
- Develop strong relationships with local schools and feeder clubs.
- Update Elsternwick Information Summary annually.
- Generate flyers, posters and letters inviting recruits to the club.
- Liaise with Media Manager to generate items of interest to potential recruits.
- Develop relationships with country regions.
- Liaise with Chairman of Selectors to utilise VSDCA T20 Twilight tournament to maintain contact with past players currently playing at Premier level.

Additional Responsibilities

- Report on activities to the Club Executive Committee via the Playing Portfolio Manager.
- Train, mentor and support an incoming Recruiting Manager.

Knowledge and Skills Required

- Knowledge of Playing Portfolio Budget and existing player payments.
- Understand the VSDCA Player Points Rule and points allocation of current players.
- Understand the VSDCA Professional Player and Development Coach rules.
- Understand the Club Strategic Plan as it relates to recruiting.
- Knowledge of Premier Cricket and players.

Personal Qualities

- Effective communicator.
- Positive outlook.
- Ability to organise and delegate tasks.

Qualifications

- Required - Working With Children Check.

Expected Time Requirement



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Approximately 50 hours per annum.