

Job Description

Job Title: Urban Cricket Manager

Name of Jobholder:

Reports to (title): Head of Community Growth

Department: Foundation

Date: February 2022

Main Purpose of the Job

To work with / in key urban communities across Lancashire to manage the development and implementation of a range of projects, programmes and initiatives that engage and inspire individuals in order to sustain and grow cricket participation opportunities. To identify talent from within urban / diverse communities and establish an accessible player pathway. To identify and develop opportunities to maximise accessibility to facilities in urban communities in order to play the game.

Specific Tasks and Responsibilities

Project Management and Delivery:

- Engage with adults, young people, individuals and families from diverse / urban communities to create lifelong participation in cricket (playing, watching or volunteering).
 - Manage the Chance to Shine Street programme outside of Greater Manchester and seek opportunities for cricket development around this programme.
 - Support diverse communities to create a more sustainable cricket offer.
 - Working with the Lancashire Cricket Performance Dept you are responsible for making the Lancashire Cricket Player Pathway accessible to all communities in Lancashire, including those that may be deprived, diverse or hard to reach.
 - Identify opportunities for players from deprived, diverse or hard to reach backgrounds to progress along the Player Pathway to a level that is right for them.
 - Develop and manage relationships with key stakeholders at a national and local level (ECB, LA's / Leisure Trusts / Faith Groups etc.) to ensure the successful delivery of all activity.
 - Join up existing / planned facility initiatives (NTPs / Urban Centres etc.) to participation projects, programmes and events in order to ensure opportunities to grow and sustain participation the game in key urban / diverse communities is maximised.
 - Ensure all planned / delivered initiatives provide sustainable exit routes for participants where relevant.
 - Establish stakeholder Advisory Groups in each of the key urban community' locations to help support the operational planning and delivery of all projects, programmes and events.
 - Assess the current workforce in each of the key urban community locations and put in place a plan to develop and train a more diverse workforce at all levels to include coaching, volunteering, officiating and groundsmanship
 - Engage with nomadic teams and their leagues to make cricket more accessible and enhance the player experience.
 - Support LCF Affiliation across nomadic teams and leagues and work to capture activity on ECB Play-Cricket.
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- Engage with community organisations outside of Greater Manchester that support increased participation and growth in non-traditional environments.
 - Manage the Community Talent Champion Programme in Lancashire, engaging with Inter League, Development Centres and MCCF Hubs.
 - Work in collaboration with Last Man Stands and other similar programmes that offer opportunities for casual cricket.
 - Undertake all other activities that might make cricket more accessible for those from diverse communities in Lancashire.
 - Day to day management of the operational budget across identified work areas
 - To provide regular performance, participation and impact reports for the Head of Community Growth and other members of the Senior Management Team / LCF Board as requested.
 - To provide participation, performance and financial reports, as required, to grant funders to ensure that the Lancashire Cricket Foundation meets its funding obligations.
 - To support the Head of Community Growth / Fundraising Manager with identified grant funding applications and other innovative fundraising activities.

Communications:

- To assist the Senior Management Team, as a key member, in the development and review of Lancashire Cricket Foundation strategies and plans.
- Contribute to the production of the LCF Annual Review and newsletters, including writing copy related to the work areas / plans
- Ensure the website and communications information related to the projects are up to date
- Collate case studies, photographs and information from projects/events as required by the funders and for use in promotional material
- Promote activities via social media (Facebook, Instagram and Twitter)

Supporting the work of Lancashire Cricket Foundation:

- Assist in the delivery of high profile events.
- Maintain relevant office/electronic filing systems.
- Promote equal opportunities in the workplace and delivering services, which are accessible, and appropriate to the diverse needs of service users.
- Assist to embed a culture of excellence and continuous improvement.
- Effectively promote all Lancashire Cricket Foundation projects and programmes.
- Identify opportunities for Lancashire Cricket and the Foundation.
- Carry out other duties which the Senior Management Team may need to allocate from time to time to ensure the effective and efficient running of the organisation.

Professional Standards:

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Work flexible hours to include some evenings, weekends, and residential as required.
- Follow GDPR Data Protection principles and policies and keep data secure and encrypted as advised.
- Provide quantitative and qualitative progress reports and any other statistical information as required.
- Engage in a managed continuous personal development plan, based on a learner centred approach and the needs of the role.
- Operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket.
- Adhere to the Lancashire Cricket Foundation's Policies and Procedures on confidentiality and the management and sharing of information.
- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners.

- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post.

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.*

Note:

- **The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested by the Senior Management Team.**

Confidentiality:

Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Disclosure:

Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact a member of the Senior Management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. It is decided that this shall be at the ENHANCED level. By completing an application for this post, you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdbs.co.uk.

Knowledge / Experience / Skills Needed

Experience, Skills and Competencies

- Experience of using an outcomes based approach to sport or community development
- Experience of developing, managing and delivering sport / community programmes in urban areas
- Experience of developing and implementing strategies and plans at a local level
- Demonstrable knowledge of diverse communities and the issues / barriers to participation they face
- Experience of activating facilities to create participation opportunities
- Experience of engaging with a diverse range of community groups in order to achieve successful outcomes
- Knowledge of ECB priorities and how they relate to community development
- Knowledge of the player pathway and performance cricket
- Target driven approach with the ability to meet outlined KPI's
- Experience of managing staff / volunteers
- Experience in leading and facilitating community user group meetings
- Strong interest in sport and understanding of the benefits it can bring to individuals / communities
- High standard of computer literacy (Excel, Word, Power Point, Outlook and the Internet)

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- Excellent written skills with the ability to produce concise and informative copy
 - Excellent communication and presentation skills
 - Meticulous attention to detail
 - Ability to plan and prioritise own workload with minimum supervision
 - Ability to demonstrate initiative and work well under pressure
 - Ability to understand, generate and manage budgets
 - Ability to plan ahead and work within agreed timeframes
 - Ability and willingness to travel for work with access to own vehicle

Work Related Circumstances

- A flexible working policy is in operation and required
- An expectation that work will be required out of normal office hours from time to time
- This is an essential car user post – applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post

Assignment and planning of work: Head of Community Growth

Agreed and signed by

Jobholder

Manager

Date

Date to be reviewed: January 2023
