

## Job Description

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**Job Title: Community Cricket Development Coach**

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**Name of Jobholder:**

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**Reports to (title): Schools Manager**

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**Department: Foundation**

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**Date: August 2022 (12 month Fixed Term)**

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### Main Purpose of the Job

To lead and support the delivery of a range of high-quality cricket and community projects, programmes and events that engage and inspire individuals in order to sustain and grow cricket participation opportunities for all across Lancashire.

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### Specific Tasks and Responsibilities

#### Project Management and Delivery:

- To lead and support the delivery of the 'CTS Schools' and wider 'CTS Street' programmes as directed by the relevant manager
- To assist with the planning and delivery of national programmes as directed by the National Programmes lead.
- To assist with the planning and delivery of specific 'Wicketz' sessions, including Holiday Activity Fund programmes, as directed by the Wicketz Development Officer.
- To lead and support delivery in the Lancashire Cricket Development Centres
- To lead and support the delivery of Lancashire Cricket summer holiday activity
- To lead and support activation opportunities at NTP / Urban Cricket sites as part of wider participation programmes
- To support the development and delivery of the LCF Outreach Programme; identifying opportunities to utilising the LCF inflatable to strategically raise awareness of LCF / Lancashire Cricket as directed by the Disability & Inclusion Officer
- To support the LCF Matchday Activation programme as directed by the Disability & Inclusion Officer.
- To support delivery of the Schools Open Day
- To support delivery of the practical element of onsite programmes such as Education Without Boundaries
- Produce / provide M&E information as required by LCF

#### Communications:

- 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)
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#### 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.
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#### 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. 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.disclosuresdb.co.uk](http://www.disclosuresdb.co.uk).

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### Knowledge / Experience / Skills Needed

#### Experience, Skills and Competencies

- Experience of coaching delivery in school or community settings
- ECB Foundation 1 coaching qualification as a minimum
- Strong interest in sport / cricket and an understanding of the benefits it can bring
- Excellent communication, presentation and delivery skills
- Meticulous attention to detail
- Ability to engage with groups of young people
- Ability to monitor, evaluate and report
- Ability to plan and prioritise
- Ability to demonstrate initiative and work well under pressure
- 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 a casual 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

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### Assignment and planning of work: Schools Manager

#### Agreed and signed by

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Jobholder

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Manager

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Date

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Date to be reviewed: January 2023

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