



LORD'S TAVERNERS
Giving young people a sporting chance



JOB DESCRIPTION

JOB TITLE:	Super 1s Disability Cricket Development Officer
CONTRACT:	Fixed Term until September 2020
REPORTS TO (TITLE):	Disability & Inclusion Cricket Development Manager
OFFICE/DEPT:	Lancashire Cricket Foundation
OFFICE BASE:	Emirates Old Trafford
DATE:	February 2019

1. MAIN PURPOSE OF JOB

The Lancashire Cricket Foundation, in partnership with the Lord's Taverners, wish to appoint a Disability Cricket Development Officer to deliver the exciting Super 1s programme across Lancashire. The officer will provide community based cricketing opportunities, both competitive and coaching for young people with disabilities. The Development Officer will use the power of cricket as a tool for change for young; increasing confidence, communication, leadership and independence in the participants.

2. JOB SPECIFIC TASKS

Main Duties:

The focus of this role is to deliver the aims and outcomes of the Super 1s programme which are:

- Create community led disability cricket hub environments, that operate all year round, and that offer both participation and competitive opportunities
- Develop initiatives that increase confidence, communication, leadership and independence. Ensure participants personal growth can develop beyond cricket

The needs of the role are:

- Plan, deliver and review the Super 1s community hub programs that are aligned to the needs of the local people

- Successfully engage young disabled people aged 12-25 years old into a community based hub
- Deliver a year round cricket programme that is diverse, inclusive and is open to young people with a disability from the community
- Develop cricket opportunities for all players of all standards (coaching, competitions, teams or casual play)
- Deliver a year-round competitions that engage all disability community hubs in a minimum of 4 competition days and a final
- Create a sustainable pathway for higher ability players through increased Super 9s and County squad provision, and signpost players through the existing County squad pathway.
- Develop partnerships with external organisations and stakeholders resulting in an enhancement of the cricket development plan
- Manage and run monitoring and evaluation of the program through the provided online system
- Maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction
- Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required
- Work closely with existing cricket clubs to engage with disabled people where possible
- Support the development of the wider pool of volunteers and sports coaches by mentoring and / or signposting for opportunities both formally and informally
- Ensure the branding and identity of the programme is maintained within delivery
- Organise and deliver launch events to raise awareness of the programme.
- Increase awareness of the Super 1s programme locally.
- Work closely with all other aspects of Lancashire Cricket.

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 and weekends as required.
- Follow Data Protection principles and policies and keep data secure and encrypted as advised.
- To 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 centered approach and the needs of the role.
- To 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.
- To 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.

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.**
- **This is a casual car user post – applicants should have a full current driving license and access to transport, or if disabled, be otherwise able to fulfill the mobility duties 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.

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 our County Welfare Officers or a member of the management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has 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

3. KNOWLEDGE / EXPERIENCE / SKILLS NEEDED

Skills and Knowledge

- Understanding of relevant disability programmes, agencies and initiatives
- Understand disability development pathways and coaching guidelines.
- Strong communication, interpersonal, planning and organisational skills
- Ability to plan strategically and operationally
- Ability to set and manage budgets
- Be self-motivated and have the ability to motivate others
- Ability to review and adapt
- Ability to work within a team
- Ability to meet agreed targets
- Ability to work unsupervised
- Good IT skills
- Ability to evaluate all activity in agreed format
- Able to operate safely within the workplace by identifying risk and using safe working practices
- Excellent organisation skills and ability to multi-task.
- Excellent communication skills, both verbal and written.

Experience / Qualifications / Training

Essential

- High levels of energy and enthusiasm and the desire to succeed
- Experience of working with people with disabilities
- Experience of delivering community development programmes
- Experience of working within Sports Development with recreational sports clubs and the enthusing of volunteers
- Experience as a cricket coach to ECB level 2 or UKCC2 (or overseas equivalent)
- Experience of partnership working and the ability to create strong and sustainable links
- Experience of working in both school and community settings
- The ability to develop and implement high quality, varied and creative activity/cricket sessions
- Good project management skills and ability to prioritise and work to deadlines
- Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people
- Effective communicator and the ability to engage with people of all levels
- Excellent leadership skills
- Ability to work independently and as part of a team
- Excellent administrative skills and evidence of project work
- Computer literate and effective user of Word, Excel, Outlook, and other Microsoft programmes
- Child protection trained or, commitment to achieving this within a short period of time
- First Aid trained or, a commitment to achieving this within a short space of time
- ECB DBS checked
- Ability to travel independently between sites (Full and valid driving licence)
- Willingness to work 'unsocial' hours, including evenings and weekends

Desirable

- Understanding and experience of a variety of Cricket Development programmes
- Experience of managing a cricket coaching programme
- Experience of working with inactive people in recreational sport and/or physical activity sessions
- Experience of mentoring, supporting and encouraging volunteers
- Experience of monitoring and evaluating the impact of sessions and programmes
- Experience of working on cricket specific projects
- Experience of teaching/coaching children of all ages

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED:

