



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Programme Manager
<b>CONTRACT:</b>	FT
<b>REPORTS TO (TITLE):</b>	Head of Community Growth
<b>OFFICE/DEPT:</b>	Lancashire Cricket Foundation
<b>DATE:</b>	May 2022

### 1. MAIN PURPOSE OF JOB

To lead on the operational management and development of the Lancashire Cricket Foundation 'Community Growth' initiatives; driving community engagement, participation, growth and impact through high performing projects, programmes and events.

### 2. JOB SPECIFIC TASKS

#### Main Duties:

- The operational management of the LCF 'Community Growth' initiatives; performance managing staff to ensure that engagement and growth targets for the delivery of all associated projects, programmes and events are set and achieved.
- Specific operational management lead for the CTS Street, Core Cities, Wicketz.and Desi Women programmes.
- Responsible for the operational budget management of all 'Community Growth' initiatives; performance managing staff to ensure annual budgets are set and achieved.
- Ensure the development of annual operational plans for all 'Community Growth' initiatives.
- Develop and manage relationships with key stakeholders at a national and local level (ECB, LA's / Leisure Trusts etc.) to ensure the successful delivery of all projects, programmes and events.
- Develop, maintain and manage the operational relationships with the relevant grant funding bodies.
- Ensure operational links are created between 'Community Growth', 'Lancashire Cricket for Social Good' and 'Cricket Participation & Growth' activity to maximise reach and impact.
- To provide regular performance, impact and financial reports for the Head of Community Growth and other members of the Senior Management Team and LCF Board as requested.
- To provide regular performance, impact and financial reports, as required, to grant funders to ensure that the Lancashire Cricket Foundation meets its funding obligations.
- To identify and work with the LCF Fundraising Manager on grant funding applications and other innovative fundraising activities to support the sustainability and increase the reach of 'Community Growth' activity.
- To monitor and evaluate the effectiveness of project and programme delivery through relevant M&E and performance management processes.
- To support the Lancashire Cricket Foundation in the delivery of high-profile events.
- Maintain relevant office/electronic filing systems.

- Support the team in promoting equal opportunities in the workplace and delivering services, which are accessible, and appropriate to the diverse needs of service users.
- To assist the Senior Management Team, as a key member, in the development and review of Lancashire Cricket Foundation strategies and plans.
- To support the Lancashire Cricket Foundation in embedding a culture of excellence and continuous improvement.
- To ensure the effective promotion of all Lancashire Cricket Foundation projects and programmes.
- To work closely with all staff to identify opportunities for the Lancashire Cricket and the Foundation.
- Carry out other duties which the Head of Community Growth may need to allocate from time to time to ensure the effective and efficient running of the organisation.

#### **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)

#### **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 all relevant policies & procedures and undertake all training required to meet the evolving needs of the role (e.g. GDPR, Health & Safety, financial management, DBS verification).
- Engage in a managed continuous personal development plan, based on a learner centered approach and the needs of the role.
- 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](http://www.disclosuresdbs.co.uk)

### **3. KNOWLEDGE / EXPERIENCE / SKILLS NEEDED**

#### **Skills and Knowledge**

- Understanding of sport as a tool to address social issues.
- Understanding of relevant sport and community programmes, agencies and initiatives.
- Understanding of cricket/sport 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 skills, both verbal and written.

#### **Experience / Qualifications / Training**

- Experience of developing, managing and delivering sport / community programmes in urban areas
- Experience of using sport as a tool to address social issues within communities
- Experience of using an outcomes-based approach to sport or community development
- Experience of working with / in diverse communities and the issues / barriers to participation they face
- Experience of activating facilities to create participation opportunities
- Experience in delivering safe, structured and enjoyable sports/cricket coaching in schools, clubs and the local community
- Experience of organising competitions and events
- Ability to encourage a healthy and active lifestyle to improve behaviour, concentration and academic success
- Experience supporting children to enhance their social and life skills through sport
- Ability to work alongside teachers and community figures to instil core values amongst children and young adults
- Delivery of either cricket or generic leadership training
- Understanding of the needs of target groups including women & girls, minority ethnic communities, disabled people and people from disadvantaged background and areas of deprivation
- Experience of delivering development initiatives
- Experience of budget management / income generation in particular for grant funding to support the development programme
- ECB UKCC Level 2 or equivalent cricket coaching qualification

- Attendance on First Aid and Safeguarding & Protecting Children courses
- Experience of undertaking risk assessments

**AGREED AND SIGNED BY:**

**JOBHOLDER:**

**MANAGER:**

**DATE:**

**DATE TO BE REVIEWED:**