



# KENT CRICKET

## COMMUNITY PROGRAMMES MANAGER



<b>CLOSING DATE:</b>	Monday 29 <sup>th</sup> April, 9am
<b>INTERVIEWS:</b>	During the week commencing Monday 6 May
<b>REPORTS TO:</b>	Community Cricket Senior Manager
<b>REMUNERATION:</b>	£26,000 - £29,000 p/a, (plus travel expenses)
<b>OTHER BENEFITS:</b>	Non-contributory pension scheme; staff pass and 2 x guest passes for entry to Kent Cricket fixtures at home grounds; access to 20% staff discount within the club shop; funded CPD opportunities including coaching accreditations
<b>CONTRACT:</b>	Permanent, full-time (35 hours per week) (part time and flexible working options are available – please get in touch with us to discuss further)
<b>ANNUAL LEAVE:</b>	23 days annual leave + bank holidays
<b>LOCATION:</b>	The Spitfire Ground, St Lawrence, Canterbury – we are a hybrid working office so there will be a blend of office and home working



### EQUALITY STATEMENT:

We're passionate about creating an inclusive workplace that promotes and values diversity. Companies that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better companies. More importantly, creating an environment where everyone, from any background, can do their best work, is the right thing to do and we therefore encourage applications from all sections of the community.

### SAFEGUARDING STATEMENT:

Kent Cricket is committed to safeguarding and protecting children, young people and adults in cricket and we expect all employees to share this commitment. All posts are subject to a process of vetting with references taken up and where the role involves working in Regulated Activity with children, we require a current ECB DBS.

### MAIN RESPONSIBILITIES:

The Community Programmes Manager role will be responsible for the oversight of several key Community Team initiatives including: Chance To Shine Street Cricket, Lords Taverner's Super 1's disability cricket hubs, Clubmark accreditations and league & club affiliation. This person will have line management responsibility for one person (Club Support Officer). Here is a list of the key responsibilities:

- Oversee our Chance to Shine Street Cricket programme including budget management, coach allocation and venue identification
  - Ensure the data for sessions is correct on the CTS online management portal
  - Compile case studies and good news stories across the Street Cricket Hubs
- Oversee our Lords Taverner's Super 1's centres including budget management, coach allocation, venue identification and the employability programme.
  - Plan and deliver competitions for the participants to attend
  - Develop partnerships to enhance the impact of our Lord's Taverners programmes and the wider county disability plan
  - Oversee the submission of data via the "Upshot" system, as per our Lords Taverners agreement
  - Responsibility to keep track of coach credentials/qualifications,
  - Compile case studies and good news stories across a variety of platforms, to raise the profile of disability cricket in Kent
- Support the development of the wider pool of volunteers and sports coaches
- Oversee the counties Clubmark programme with support from the Club Support Officer
  - Allocate Clubmark site visits to relevant Community staff
- Work with local recreational cricket leagues to manage the club affiliation process
- Provide support to the eight junior cricket leagues across the county
- Plan and deliver at least one 'Club Support Event' across the year
- Manage one member of staff – Club Support Officer
  - This staff member will provide this role with administrative support across the Clubmark programme, writing news stories and case studies, data input, portal management and club support.



## SKILLS AND EXPERIENCE:

### Essential:

- Excellent programme management experience
- Strong team player with ability to work in a hybrid office environment
- Effective communicator and the ability to engage with people of all levels
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes
- Ability to travel independently between various sites of work

### Desirable:

- People management experience
- Understanding of data to evidence social outcomes and personal development of participants through sport
- Working knowledge of safeguarding in a sports environment
- Knowledge of cricket and the recreational cricket network

## HOW TO APPLY:

To apply, please send a full CV and a short accompanying statement of why you wish to apply for the role to James Reid, [james.reid@kentcricket.co.uk](mailto:james.reid@kentcricket.co.uk) by 9am on Monday 29<sup>th</sup> April. Please mark all correspondence “Community Programmes Manager Application”. Appointment will be subject to satisfactory references, relevant right to work information being provided and DBS clearance. The successful candidate will be required to undergo an Enhanced ECB DBS with relevant barred list check.

At Kent Cricket, we really understand the importance of different voices, experiences, perspectives and backgrounds within all workforces. Our workforce is no different and we strongly encourage applications from members of minority groups and all sections of the community.

If you think you might have these skills but are not 100% sure, please do still apply and let us decide. We know that people often rule themselves out of interesting opportunities assuming that others will be more successful but please don't be that person. We want to hear from the widest cross-section of the community.

This role is subject to an Enhanced DBS disclosure with barred list check for working with children. If you are invited for interview, you will be required to declare all spent or unspent convictions and cautions, but not any that are protected or filtered. If you are invited to interview and have any information to disclose please provide this under separate, confidential cover, to HR Manager - [omolola.oshinlaja@kentcricket.co.uk](mailto:omolola.oshinlaja@kentcricket.co.uk). If you wish to discuss your criminal record, or whether you need to disclose something, please contact Bridget Owen, the County Safeguarding Officer for Kent - [bridget.owen@kentcricket.co.uk](mailto:bridget.owen@kentcricket.co.uk). Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature and circumstances of the offence. We undertake to discuss your criminal record with you before any withdrawal of a job offer. Kent Cricket complies with the DBS Code of Practice and a copy is available on request.