



KENT CRICKET

‘Community Programmes Administrator’



- CLOSING DATE:** Friday 17th November 2023, 17:00
- REPORTS TO:** Senior Manager (Female & Disability Cricket)
- REMUNERATION:** £21,000 p/a, (plus travel expenses)
- OTHER BENEFITS:** CPD opportunities including coaching accreditations; access to 20% staff discount within the club shop*; two passes for entry to Kent Cricket fixtures at home grounds*
- CONTRACT:** Permanent, full-time (40 hours per week) (part time and flexible working options are available – please get in touch with us to discuss further)
- ANNUAL LEAVE:** 23 days annual leave + bank holidays
- LOCATION:** 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:

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.

RESPONSIBILITIES:

This role will have a focus on supporting two key areas of the business; coordinating our Disability Cricket "Super 1's Hub" programme, and providing administrative support across our Safeguarding work.

Disability Cricket:

Oversee a year-round "Super 1s" programme that is diverse, inclusive and open to young people aged 12-25 with a disability from the community.

- Allocate coaches to our various Super 1's centres across the county
- 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
- Collate and submit data via the "Upshot" system as per our Lords Taverners agreement
- Compile case studies and good news stories across a variety of platforms to raise the profile of Disability cricket in Kent
- Work closely with existing cricket clubs to engage with people with disabilities
- Support the development of the wider pool of volunteers and sports coaches

Safeguarding:

Provide key administrative support to the County Safeguarding Officer and the wider Community Team

- Manage email and telephone enquiries from Clubs and internal staff
- Record and escalate all child safeguarding or adult protection concerns to the County Safeguarding Officer, deputy CSO, or the ECB
- Produce and distribute Safeguarding newsletters
- Initiate DBS disclosures for applicants and set up Club ID verifiers
- Administer Safe Hands courses, including; booking the venue and tutor, registering the courses on the ECB Cvent system, advertising the courses to Club Safeguarding Officers, sending reminders and recording attendance
- Maintain and update the Club Safeguarding Officer database for Kent
- Monitor compliance of Club Safeguarding Officers on Safe Hands Management System
- Maintain a database of all staff and self-employed contractors to show their compliance with DBS disclosures, inductions and safeguarding courses



- Ensure risk assessments are completed by the Community Team, Area Coaches and Talent Pathway team

General duties:

- Support the wider Community Team with writing news stories and impact reports
- Work with the Kent Cricket Community Trust (KCCT) to ensure they have coaches allocated to support the delivery of their programmes

SKILLS AND EXPERIENCE:

Essential:

- Experience of partnership working and the ability to create strong and sustainable links
- Good project management skills and ability to prioritise and work to deadlines
- Effective communicator and the ability to engage with people of all levels
- Excellent administrative skills and ability to capture and record programme data
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes
- Ability to travel independently between various sites of work

Desirable:

- Experience in disability sport, working with people with disabilities or inactive people in recreational sport and/or physical activity sessions
- Understanding of data to evidence social outcomes and personal development of participants through sport
- Working knowledge of safeguarding in a sports environment

HOW TO APPLY:

To apply, please send a full CV and short accompanying statement of why you wish to apply for the role to Helen Fagg, helen.fagg@kentcricket.co.uk. Please mark all correspondence “**Community Programme Administrator Application**” by close of play **Friday 17th November 2023**. Candidates should also send names and contact details for two referees (referees will not be contacted until the role has been offered to you). 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.

The role you have applied for 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. 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. 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.