



**KENT CRICKET
COMMUNITY TRUST**

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‘Project Officer’

Maternity Cover – 12 month FTC



CLOSING DATE:	Monday 22 nd April, 9am
INTERVIEWS:	During w/c 29 th April
REPORTS TO:	Head of Community Cricket
REMUNERATION:	£25,000 to £27,000 p/a, (plus travel expenses)
OTHER BENEFITS:	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
CONTRACT:	Fixed term contract, full-time (35 hours per week)
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

TOGETHER, WE ARE KENT

KENT CRICKET DEVELOPMENT TRUST
(CHANGING ITS NAME TO KENT CRICKET COMMUNITY TRUST)
CHARITY NUMBER: 1155485 COMPANY NUMBER CE000705
A CHARITABLE INCORPORATED ORGANISATION REGISTERED IN ENGLAND & WALES



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Introduction to Kent Cricket Community Trust

Cricket has a unique ability to connect communities and improve lives. It is a sport that transcends generations and can reach beyond a diverse range of social boundaries in a way that few other sports do. Kent Cricket Community Trust (KCCT) aims to make a positive impact in our community by engaging with individuals and social groups that can become, and often do feel, isolated.

We are looking to recruit a Project Officer for a 12 month period to cover maternity leave. The Project Officer will maintain and coordinate the delivery of the current KCCT programmes alongside the Kent Cricket Community Team and partnering organisations. We are ideally looking for someone to start end of May/beginning of June but can be flexible on start date for the right candidate.

Kent Cricket Community Trust welcomes applications from anyone regardless of age, disability, race, colour or ethnic and national origins, religion or belief, or sexual orientation. While a cricketing knowledge is advantageous, it is not a requirement for the role.

Reporting to: Head of Community Cricket

KCCT Project Officer

The role of the Project Officer will be to oversee the three programmes delivered by KCCT:

1. First Change
2. 50 Overs' Programme
3. No Boundaries

Each programme has its own clear action plan and outcomes. You will oversee each programme and plan individual events and activities that fall under each programmes remit. Your work will be predominantly office based but you will be required to work in a variety of settings, such as at community cricket clubs and sports facilities, or community venues and settings.

Key Responsibilities:

- Support and deliver on the specified KCCT community-based activities, projects, events, and sporting activities
- Monitor and assess the organisation's results in relation to the agreed objectives, budget, and business plan
- Maintain effective records of programme performance
- Monitor, review and evaluate each project
- Be a champion for safeguarding, equality and the well-being of all children and adults at risk in all your work areas. Uphold activities that recognise that safeguarding children and adults at risk is everyone's concern and ensure all incidents or concerns are reported without delay to the County Safeguarding Officer
- Support participants, encouraging greater social inclusion
- Work in partnership with organisations involved with KCCT community projects such as social care, health, community groups, education, youth offending teams and local authorities, to build a community network
- Attend and contribute to multi-agency meetings when necessary
- Identify and pursue sources of funding for projects to improve services and/or resources for young people



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- Maintain a social media presence across the Trust's platforms and write news reports for the website
- Undertake any other duties that might be deemed within the status of the job and appropriate to the post

Personal Attributes:

Essential

- Experience in planning, delivering and evaluating events, projects, and programmes of work
- Able to work effectively in several environments, both remotely/independently and as part of a team
- Able to communicate clearly and efficiently in person, over the phone and via email
- Computer literate, particularly with Microsoft programmes and web-based applications
- Full Driving Licence, with insurance to cover working across multiple sites and or the ability to travel independently.

Desirable

- Experience of community or support work with young people or adults
- Experience of fundraising

Disclosure & Barring Service

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 wish to discuss your criminal record, or whether you need to disclose something, please contact Bridget Owen, County Safeguarding Officer – 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.

KCCCT complies with the DBS Code of Practice and a copy is available on request.

How to apply:

Please submit your CV along with a short covering statement explaining your reasons for applying for the role. These should be emailed to james.reid@kentcricket.co.uk - Please mark all correspondence as "Kent Cricket Community Trust Project Officer Application".

If you have any questions about this opportunity, or would value a confidential discussion, please contact James Reid on james.reid@kentcricket.co.uk

The deadline for applications is Monday 22nd April, 9am.

We will acknowledge and review all direct applications. Successful candidates will be notified by email and invited to interview.

Shortlisted applicants will be invited for interview by Friday 26th April. Interviews will take place w/c 29th April.

Appointment will be subject to satisfactory references, relevant right to work information being provided and DBS clearance.