



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Community & Partnerships Manager
<b>DEPT:</b>	Derbyshire Cricket Foundation – Community
<b>REPORTS TO:</b>	DCF Managing Director

Derbyshire Cricket Foundation (DCF) is the Governing Body for recreational cricket in Derbyshire, delivering services in support of the cricket community across the county. It is one of 39 County Cricket Boards/Foundations in England & Wales, and works in partnership with a number of key stakeholders to develop the recreational game locally in line with the strategy developed by the England & Wales Cricket Board (ECB). We have an ambition to inspire a generation to say, "Cricket is a game for me". The DCF is also a registered charity that aims to improve well-being and provide opportunities for diverse communities across the County through cricket. The Community & Partnerships Manager will develop and drive the DCF Community Strategy and leverage local partnerships with sponsors, stakeholders, and funding bodies to support these aims.

The primary work location for the Community & Partnership Manager will be at the Incora County Ground, Nottingham Road, Derby, but the role will require travel on a regular basis as the role will be proactive in engaging stakeholders across Derbyshire in support of the DCF strategy and business plan. The position provides an opportunity, for Community & Partnership Manager to work flexibly, and this is likely to include the occasional requirement to participate in some evening and weekend commitments.

### **Purpose and Focus of the Role**

The Purpose of the role is to work with the Managing Director to develop and deliver the DCF community strategy to provide greater opportunity for diverse communities and under-represented groups in Derbyshire. We can provide a range of activities which provide diverse participants with fantastic experiences, but we are keen to extend our reach and impact. The Community and Partnerships Manager will develop projects, programmes, and events with a key focus on improving health and well-being, increasing physical activity levels, developing new skills, and improving access to opportunity through cricket-related activities. A key part of Community and Partnership Manager role will be to develop strong relationships with the local authority stakeholders and the local business community to secure sponsorship and support for delivery of the community strategy. The role will be supported by a Community Officer who will assist with project coordination and delivery, and the role will also be able to draw on support from colleagues across the DCF team to enable project delivery. The responsibilities of the Community and Partnerships Manager will include:

# #AGameForEveryone

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys





<b>Strategic Planning</b>	Lead on developing, planning, and managing the delivery of the DCF Community Strategy
<b>Partnership and Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>Develop partnerships with key businesses and stakeholders which can provide sponsorship and support to increase the reach and impact of the DCF Community strategy.</li> <li>Strengthen the position of the DCF as a “charity of choice” for enabling health and well-being opportunities across Derbyshire.</li> </ul>
<b>Securing Funding</b>	<ul style="list-style-type: none"> <li>Secure funding to support growth in community programmes and impact through commercial partnerships and public/private sector and charitable funding bids.</li> <li>Lead on coordinating a programme of events to raise funds and engage key stakeholders.</li> </ul>
<b>Community Projects &amp; Programmes</b>	Develop, grow, and project manage a portfolio of community projects which meet the needs of communities across Derbyshire.

### Principal Responsibilities (main duties)

#### 1. Strategic Planning

- Work with the DCF Managing Director and other members of the leadership team to develop a multi-year Community Strategy that helps address the needs of communities across Derbyshire.
- Develop a strategy that provides greater opportunity for diverse communities and under-represented groups in Derbyshire, with a key focus on improving health and well-being, increasing physical activity levels and improving access to opportunity through cricket-related activity.
- Translate the strategy into an operational plan which effectively leverages resource to achieve impact.
- Work with the Managing Director to set annual budgets and funding targets and manage in line with the Community Strategy

#### 2. Partnership and Stakeholder Engagement

- Identify and develop positive relationships with key stakeholders, partners, networks, and agencies at a local, regional and national level to secure sponsorship and support for community programmes delivered by the DCF.
- Develop a strong proposition for partners, sponsors, and stakeholders which positions the DCF as a “charity of choice” for health and well-being programmes in Derbyshire, and provides clear benefits to those partners and to communities across Derbyshire.
- Develop strong and effective relationships with Local Authorities across Derbyshire to enable partnership work which will meet local Sport and Physical Activity targets
- Create and maintain close relationships with ECB, Lords Taverners, Chance to Shine and other new national partners where appropriate.

# #AGameForEveryone

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys





### 3. Securing Funding

- Identify funding opportunities to support the implementation of the Community Strategy, and lead in developing bids to secure that funding.
- Work with both public and private sector funding bodies where and when appropriate to secure charitable funding to deliver key programmes.
- Work with the Managing Director and with representatives of Derbyshire County Cricket Club to establish effective relationships with corporate sponsors.
- Proactively seek funding opportunities through grant applications, trusts and foundations, events, and innovative fundraising activities.
- Manage the DCF's existing fundraising events
- Establish an annual programme of fundraising events with targets and KPI's
- Work with Managing Director to grow relationships with corporate sponsors to generate unrestricted income

### 4. Community Projects and Programmes

- Put bats and balls in to more people's hands in non-traditional environments
- Strategically lead on the development and management of new and existing community programmes
- Deliver cricket programmes that are specifically designed to bring communities together and improve physical and mental wellbeing.
- Alongside the Community Officer, implement inclusion and engagement strategies to deliver welcoming environments and opportunities for players of diverse backgrounds.
- Develop initiatives that increase confidence, communication, leadership and independence. Ensure participants personal growth can develop beyond cricket
- Monitoring & evaluating of all projects and writing of reports for the Board and its funders.

### 1. General

Ensure the branding and identity of the programmes within delivery

Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required

Support the development of the wider pool of volunteers and sports coaches by mentoring and / or signposting for opportunities both formally and informally

Promote the welfare of young people in cricket. Liaise with the County Safeguarding Officer and Assistant County Safeguarding Officer over safeguarding and welfare matters and any related concerns.

Take lead responsibility for managing new project activity or DCF level work-streams in support of DCF Community Strategy

# #AGameForEveryone

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys





Participate on various DCF and other groups as agreed and required. Attend relevant meetings, seminars, workshops and/or conferences as agreed

Establish a County wide process of continuous operational review and improvement (monitoring and evaluation of all work) planning, supported by other DCF staff as required.

Ensure a high level of local positive promotion and marketing of activities and events both locally and nationally through the development of the DCF website and media platforms.

Commit to a personal professional development programme in order to provide an ever improving service and support to all stakeholders. This will be agreed with the Head of Derbyshire Cricket Foundation.

Offer support and advice to the County Board members in the delivery of their core roles and responsibilities

Other duties as required.

To present Derbyshire Cricket Foundation Ltd, other Partners and the game of cricket in a positive and professional manner.

### **Knowledge and Experience**

- Committed to improving the lives of young people
- Experience of managing community programmes
- Understanding and experience of a variety of community initiatives
- Experience of developing funding applications and securing private and public sector funding
- Excellent knowledge and experience of operational planning & implementation, monitoring & evaluation of programmes and processes
- Experience of working with a variety of partners to produce social impact outcomes.
- Experience of creating and sustaining strong relationships.
- Experience of leading and delivering fundraising initiatives and events.
- Ability to develop and implement high quality, varied and creative programmes.
- Good programme 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.
- Ability to break down barriers and improve accessibility by creating opportunities for people to play the game anyhow, anytime, anywhere.
- Willingness to explore impact opportunities in challenging and diverse environments.
- Good knowledge and understanding of national, regional and local cricket and sports development policy
- Excellent communication and interpersonal skills (including social media)
- Demonstrable organisational skills

# #AGameForEveryone

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys





- Good time management skills
- Some knowledge and experience of budget control and financial management
- Knowledge of ECB Strategy (Inspiring Generations)
- Ability to work effectively across a multi-agency professional and volunteer network
- Competent on Social Media and understand the importance of marketing to increase exposure.
- 'Safeguarding Children' trained or, commitment to achieving this within a short period of time
- First Aid trained or, a commitment to achieving this within a short period of time.
- ECB DBS checked.
- Ability to travel independently between sites (Full and valid driving license).
- Willingness to work 'unsocial' hours, including evenings and weekends where required.
- Good computer literacy, including MS office
- Committed to their own personal professional development and play an active role in the professional development of your colleagues
- Ensure the health, safety and welfare of yourself, participants and others at all times
- Perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users
- Conform to, actively commit to and promote Derbyshire Cricket Foundation values when using any communication

**Package:**

Salary: £26,5000 - £29,500 per annum based on experience

Expenses: 40p per mile will be paid for travel to duties directly related to your work for the DCF as per the DCF expenses policy. This does not include travel to and from work  
Phone Allowance

Pension: Pension Scheme Available

Hours of work: 37.5 hours per week to include work on evenings and weekends as well as during the day on weekdays as required.

Holiday: 25 working days holiday per annum, plus 8 public holidays.

**#AGameForEveryone**

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys





**Job requirements**

CRITERIA	Essential	Desirable	* Assessment Method
<b>QUALIFICATIONS/TRAINING/EDUCATION</b>			
Up to date Safeguarding and First Aid Qualifications enabling you to work with children and vulnerable adults	Y		A/D
ECB DBS Checked	Y		A/D
<b>EXPERIENCE / KNOWLEDGE</b>			
Experience of managing community programmes and initiatives		Y	A/I
Experience of developing strategy and writing programmes	Y		A/I
Experience of managing a budget	Y		A/I
Experience of line management	Y		A/I
Experience of developing funding applications and securing private and public sector funding	Y		A/I
High levels of energy and enthusiasm and the desire to succeed	Y		A/I
Excellent knowledge and experience of operational planning & implementation, monitoring & evaluation of programmes and processes		Y	A/I
Experience of working with a variety of partners to produce social impact outcomes.	Y		A/I
Experience of creating and sustaining strong relationships.	Y		A/I
Experience of leading and delivering fundraising initiatives and events.	Y		A/I
Experience of working in community settings	Y		A/I
The ability to develop and implement high quality, varied and creative activity/cricket programmes		Y	A/I
Experience of mentoring, supporting and encouraging volunteers		Y	A/I
Experience of working on cricket specific projects		Y	A/I



**#AGameForEveryone**

@derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys



Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.	Y		A/I
Experience of working with inactive people in recreational sport and/or physical activity sessions		Y	A/I/T
Excellent administrative skills and evidence of project work		Y	A/I
Good project management skills and ability to prioritise and work to deadlines		Y	A/I
<b>OTHER SKILLS</b>			
Strong interpersonal and communication skills (including social media)	Y		A/I
Excellent leadership skills	Y		A/I
Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes	Y		A/I
Ability to work independently and as part of a team	Y		A/T
Motivated, enthusiastic attitude and able to work effectively on own initiative	Y		A/I
Experience of monitoring and evaluating the impact of sessions and programmes		Y	A/I
<b>OTHER CONDITIONS</b>			
Own transport, full UK driving license and able to work from various locations	Y		A/I
Ability to be flexible and able to work evenings and weekends as required	Y		A/I

\*A = Application (CV) D = Documentary evidence

I = Interview

T = Test

# #AGameForEveryone

 @derbyshirecricketfoundation  
 @derbyshirecricket  
 @cricketderbys

