



JOB DESCRIPTION

JOB TITLE: Derbyshire Cricket Foundation – Community Officer

DEPT: Derbyshire Cricket Foundation- Community

REPORTS TO: Community & Partnerships Manager

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 primary work location for the Community Officer 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 the Community Officer 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 Community Officer will work closely with the Community & Partnerships Manager to drive the DCF Community Strategy and play a vital role in engaging diverse communities and under-represented groups throughout Derbyshire. We currently offer a range of activities which provide diverse participants with fantastic experiences but we are keen to extend our reach and impact. The Community Officer will support the development and delivery of 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. The Community Officer will be responsible for building strong relationships with local stakeholders who can support our aims and ambitions.

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The main areas of responsibility for this role can be divided up as follows:

Community Projects and Programmes	Responsible for the delivery of a wide variety of projects and programmes that support diverse communities and under-represented groups throughout Derbyshire.
Fundraising & Events	Work with DCF Community & Partnerships Manager to identify and secure new funding opportunities that support growth of community programmes. Support the delivery of a programme of events to raise funds and engage key stakeholders.
Partnership and Stakeholder Engagement	Develop relationships with key community stakeholders to support the delivery of the DCF strategy

Principal Responsibilities (main duties)



1. Community Projects and Programmes

- Put bats and balls in to more people’s hands in non-traditional environments
- Support the DCF Community & Partnership Manager on the development and delivery of new and existing community programmes
- Deliver cricket programmes that are specifically designed to bring communities together and improve physical and mental wellbeing.
- Deliver cricket programmes that engage underrepresented groups and deprived communities.
- Deliver initiatives that increase confidence, communication, leadership and independence.
- Ensure participants personal growth can develop beyond cricket.
- Alongside the Community & Partnerships Manager, implement inclusion and engagement strategies to deliver welcoming environments and opportunities for players of diverse backgrounds.
- Monitoring & evaluating of all projects and support the DCF Community and Partnerships Manager in the writing of reports for DCF Trustees and Funders.

2. Fundraising and Events

- Identify and deliver an annual programme of events with targets and KPI’s
- Contribute to budget management of events
- Work with DCF Community & Partnerships Manager to engage sponsors for events.
- Work with Derbyshire County Cricket Club to promote events to members and corporate sponsors.
- Develop a bank of case studies that show the positive impact DCF programmes can have.

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3. Partnership and Stakeholder Engagement

- Identify and develop positive relationships with key stakeholders, partners, networks, and agencies at a local level to support the community programmes delivered by the DCF.
- Work with the DCF Community & Partnerships Manager to position 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.
- Raise the profile
- Develop strong and effective relationships with Local Authorities across Derbyshire to enable partnership work which will meet local Sport and Physical Activity targets

4. 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 community members 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.
- Participate on various DCF and other groups as agreed and required. Attend relevant meetings, seminars, workshops and/or conferences as agree
- 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.
- To present Derbyshire Cricket Foundation Ltd, other Partners and the game of cricket in a positive and professional manner.
- Other duties as required.

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Knowledge and Experience

- Committed to improving the lives of young people
- Good understanding of sport as a tool to address social issues.
- Experience of delivering community programmes
- Understanding and experience of a variety of community initiatives
- Experience of working with a variety of partners to produce social impact outcomes.
- Experience of creating and sustaining strong relationships.
- Experience of 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.
- Excellent communication and interpersonal skills (including social media)
- Be self-motivated and have the ability to motivate others
- Demonstrable organisational skills
- Good time management skills
- Some knowledge and experience of budget control and financial management
- Knowledge of ECB's Game wide strategy (Inspiring Generations)
- Ability to work effectively across a multi-agency professional and volunteer network
- '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 or, a commitment to achieving this within a short period of time
- Ability to travel independently between sites (Full and valid driving license).
- Willingness to work 'unsocial' hours, including evenings and weekends where required.
- Computer literate, in particular 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:

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Salary:	£20,000 - £24,000 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.

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Job requirements

CRITERIA	Essential	Desirable	* Assessment Method
QUALIFICATIONS/TRAINING/EDUCATION			
Up to date Safeguarding and First Aid Qualifications enabling you to work with children and vulnerable adults	Y		A/D
Qualified ECB Foundation I Coach or equivalent		Y	A/D
ECB DBS Checked	Y		A/D
EXPERIENCE / KNOWLEDGE			
Experience of delivering community programmes and initiatives		Y	A/I
Experience of managing a budget	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
Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.	Y		A/I



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Experience of working with inactive people in recreational sport and/or physical activity sessions		Y	A/I
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/T
OTHER SKILLS			
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
OTHER CONDITIONS			
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

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