



**LORD'S TAVERNERS**  
Empowering young people through cricket



**DERBYSHIRE** Cricket  
Foundation



## JOB DESCRIPTION

**JOB TITLE:** DCF Wicketz Development Officer

**DEPT:** Derbyshire Cricket Foundation – Participation & Growth

**REPORTS TO:** DCF Community & Partnerships Manager and Lord's Taverners

Derbyshire Cricket Foundation in partnership with the Lord's Taverners wish to appoint a Development Officer to continue to grow the Wicketz programme across Derbyshire.

This new and exciting role seeks an energetic and experienced individual who can deliver across a wide range of key priorities and objectives. The role combines programme development with cricket coaching focused on the personal development of participants. The role will be responsible for engaging young people and recruiting volunteers from areas of deprivation/hard to reach groups into becoming active members of local Community Wicketz Hubs.

### Purpose and Focus of the Role

The DCF Wicketz Development Officer is employed by Derbyshire Cricket Foundation Ltd in partnership with Lord's Taverners to work with selected individuals and organisations in Derbyshire and will link directly to the DCF overall Strategy.

The main areas of focus for this role is outlined below:

- To maintain one existing hub in Derby and a minimum of two new sustainable and inclusive community led cricket Hub environments, building participation and competitive opportunities, whilst tackling prevalent social issues identified within the community and promoting healthy lifestyle choices.
- To ensure the Wicketz legacy is left within the community beyond the cycle of the programme by identifying and upskilling participants, volunteers and members of the community,
- To positively engage with the local community to champion and develop partnerships with businesses, partner agencies, schools, parents and other sports groups to ensure community cohesion.
- To be patient and understand the importance of developing strategies to enable challenged individuals to make the most of opportunities to use the power of cricket as a vehicle to seek to enhance their future prospects and support them make positive life choices.
- Develop social and inter-personal skills of participants including: leadership, communication and self-esteem.
- Provide formal written reports and case studies, and ensure all monitoring and evaluation is kept up to date.
- Organise and deliver festivals and competitions to engage the wider community.

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The Purpose of the role is to deliver the aims and outcomes of the Lord's Taverners Wicketz programme across Derbyshire. These include:

- To develop and deliver a strategy to implement the Wicketz programme aligned to the needs of the local community.
- To successfully engage young people aged 8-19 years old into Wicketz community Hubs focussed on participation, sustainability leaving a longstanding legacy. Working to create an offer for these participants into their latter teens and help them into valuable pathways both inside and outside of sport.
- Deliver quality, innovative programmes, health activities and opportunities to engage all members of the community into the game of cricket through Wicketz Hubs.
- Maintain a database of participation for all who have engaged with our programmes, and to maintain regular communication and dialogue, whilst also capturing feedback, opinion and a review of satisfaction.
- To comply with the monitoring and evaluation requirements of the Lord's Taverners for the Wicketz programme including database management and written reports.
- To collect case studies to highlight the positive impact of the programme in both locations.
- Ensure the branding and identity of the programme within delivery.
- Delivery of a year-round cricket programme that is diverse and inclusive, and attracts girls and boys as well as the wider community.
- Developing cricket opportunities for all players of all standards (coaching, tournaments, teams or casual play).
- Liaise/Support other initiatives to signpost Wicketz participants, to older age group cricket participation projects and increase awareness of the Wicketz programme locally.
- Develop extended partnerships with external partners and stakeholders resulting in an enhancement of cricket development plans/strategies.

## PERSON SPECIFICATION

### Knowledge, Education and Experience

#### Essential criteria

- An understanding of the principles of sports development.
- An understanding of the Wicketz Programme and its aims and objectives.
- Experience in youth work.
- Experience of mentoring, supporting and encouraging volunteers and young people.
- Experience of working with children with behavioural and special needs.
- Experience of Partnership working.
- Understanding of the local landscape and community, in particular local authority.
- Computer literate including using databases.
- Holder of a current full driving licence with access to their own vehicle .
- DBS verified, First Aid & Safeguarding qualifications.

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- Has a right to work in the UK.

### Desirable criteria

- A good knowledge of the structure of cricket (UK and Internationally)
- Significant cricket coaching experience within a club/community environment
- ECB Level 2 or equivalent accredited coach
- Experience in workshop delivery
- Experience of working with inactive people in recreational sport and/or physical activity sessions
- Funding bid writing experience

The successful post holder will:

- Commit to improving the lives of young people.
- Develop partnerships with external organisations and stakeholders resulting in an enhancement of the cricket development plan
- Ensure the branding and identity of the programme within delivery
- Provide formal written reports and case studies, and ensure that all monitoring and evaluation is undertaken as required
- Ensure the health, safety and welfare of yourself, participants and others at all times.
- Conduct sessions in accordance with the appropriate ECB guidelines and good practice.
- 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 both the Lord's Taverners and Derbyshire Cricket Foundation's values when using any communication.
- Participate on various DCF and or Lord's Taverners Committees 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 management at Derbyshire Cricket Foundation.
- Offer support and advice to the Trustees in the delivery of their core roles and responsibilities
- Other duties as required.
- To present Derbyshire Cricket Foundation Ltd, Lord's Taverners, other Partners and the game of cricket in a positive and professional manner.

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## **SUPERVISION AND WORK PLANNING**

The Wicketz Development Officer will work across Derbyshire and will have office space available at Derbyshire County Cricket Club's County Ground as required.

The employee's normal working days will be Monday-Friday and will normally be expected to complete at least 35 hours in a week. The employee will not normally be required to work before 9am, however, due to the nature of the work involved in this position, the employee will be required to work some evenings and possibly weekends. The post holder will be required to carry out their duties at such times and on such days that are the most effective to perform the responsibilities of the position.

### **Safeguarding:**

Lords Taverners and Derbyshire Cricket Foundation are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

At the Derbyshire Cricket Foundation (DCF) we are committed to ensuring that cricket is accessible, safe, and welcoming to all, and to the principles of equality of opportunity. We aim to ensure that no individual is discriminated against on the grounds of any of the protected characteristics outlined in the Equality Act, 2010; age, gender, gender reassignment, marital or civil partner status, disability, race, colour, ethnic or national origin, religion/belief or sexual orientation. In line with these commitments we will seek to recruit a diverse workforce of high quality, high performing individuals who have the specific competencies (qualifications/knowledge, skills, experience and behaviours) required for defined roles which will support achievement of our mission, strategy, and business plan. All applicants will have equality of opportunity during our selection processes, and decisions will solely be based on an individual's ability to meet the requirements of the role. All applying candidates will be required to complete the DCF Equal Opportunities section of the application form.

**To apply, please Complete the [application form](#) and if you have any queries about the role ahead of applying, please contact Community & Partnerships Manager, Mark Barber at [jobs@dcfcricket.com](mailto:jobs@dcfcricket.com)**

Deadline for applications is midnight on Wednesday 16<sup>th</sup> October with interviews to be scheduled for Tuesday 22<sup>nd</sup> October.

Candidate invited to interview will be notified by Friday 18<sup>th</sup> October.

### **Package:**

Salary: £22,500 - £24,500 per annum based on experience

Expenses: 45p 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

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Phone Allowance

Pension: Pension Scheme Available  
Hours of work: 35 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.

If successful in your application you will be required to provide documentary evidence of your right to live and work in the United Kingdom prior to commencing employment.

The selected candidates will need to produce one recent work reference and one personal reference.

The appointment is subject to a satisfactory enhanced Disclosure and Barring Service check

### Job requirements

CRITERIA	Essential	Desirable	* Assessment Method
<b>QUALIFICATIONS/TRAINING/EDUCATION</b>			
Qualified UKCC Level 2 Cricket Coach (or equivalent under new Coach Education structure)	Y		A/D
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
Member of ECB Coaches Association	Y		A/D
<b>EXPERIENCE / KNOWLEDGE</b>			
Experience in delivering safe, enjoyable, structured and well planned cricket coaching in schools, clubs and the local community		Y	A/I
High levels of energy and enthusiasm and the desire to succeed	Y		A/I
Experience of working within Sports Development with recreational sports clubs and the enthusing of volunteers	Y		A/I
Experience and insight in disability		Y	A/I
An understanding of cricket in Derbyshire		Y	A/I
Experience of working in both school and community settings	Y		A/I
Experience supporting children to enhance their social and life skills through sport		Y	A/I
	Y		A/I

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Ability to work alongside teachers and community figures to instil core values amongst children and young adults	Y		A/I
Experience of delivering community development programmes	Y		A/I
Experience of partnership working and the ability to create strong and sustainable links	Y		A/I
The ability to develop and implement high quality, varied and creative activity/cricket sessions		Y	A/I
Experience of working with people from Ethnically diverse communities		Y	A/I
Experience of mentoring, supporting and encouraging volunteers		Y	A/I
Experience of working on cricket specific projects		Y	A/I
Experience of coaching children & young people	Y		A/I/T
Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.		Y	A/I
Understanding and experience of a variety of Cricket Development programmes		Y	A/I
Experience of managing a cricket coaching programme		Y	A/I
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			
<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

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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

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