



JOB DESCRIPTION

JOB TITLE:	City Development Officer (Full Time)
DEPT:	Derbyshire Cricket Foundation – Community
REPORTS TO:	Community & Partnerships Manager

At the Derbyshire Cricket Foundation (DCF) we improve lives and empower communities through cricket. We have an ambition to inspire a generation to say, “Cricket is a game for me”. We do this by serving both as the Governing Body for recreational cricket in Derbyshire, and also as a registered charity focussed on improving health, well-being, and life opportunities for people across Derbyshire.

Cricket is in an exciting place with more opportunities than ever before, enabling more people to come into the game. It is constantly evolving, being played in various locations, with different formats and is now a year-round sport. It allows more people from all walks of life to pick up a bat and ball whenever they want and enjoy the game at school, in a sports hall, community centre, the local park, and of course, a club.

The DCF is one of 39 County Cricket Boards/Foundation 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). As part of our drive to support the ECB in making cricket the most inclusive team sport in England and Wales, the City Development Officer will play a key role in redefining the role of cricket in Derby. Through the ECB Cricket Cities Programme, the role will deliver our Cricket Cities Strategy in Derby, with a particular focus on improving access to cricket for those in Ethnically Diverse Communities, and enabling the improved opportunities that can provide.

The primary work location for the City Development Officer will be at the 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 Derby City in support of the DCF Cricket Cities strategy. The position provides an opportunity for the Cricket Cities Officer to work flexibly, and there will be some requirement to participate in evening and weekend commitments.

Purpose and Focus of the Role

In this role you will use the power of cricket to empower communities and make a difference to the lives of Ethnically Diverse Communities in Derby City. You will work with charities, community partners, voluntary groups, recreational cricket clubs, and organisations across the city, developing new partnerships and building on existing relationships. You will provide greater opportunity for ethnically diverse communities and under-represented groups in Derby city by creating sustainable pathways for young people and adults. You will work with key stakeholders to improve the health and wellbeing of the residents of Derby and raise aspirations and opportunities through the programmes you develop and deliver. You will need to work closely with the DCF Community & Partnerships Manager to unlock funding opportunities that will accelerate growth and access for Ethnically Diverse Communities in Derby City.

The responsibilities of the City Development Officer will include:

More play for South Asian Communities	<ul style="list-style-type: none">• Develop and deliver a range of programmes that increase access to activity and cricket in different formats across Derby.• Identifying innovative ways of providing residents with opportunities to play in locations, and at times, convenient to them. Commission and develop pilot activity, informed by participant feedback.• Improve awareness of the range of cricket playing opportunities provided by the DCF and cricket clubs across Derby, and help people find the opportunities that are right for them.• Work with DCF colleagues and cricket clubs across Derby to ensure provision is in place to sustain participation.
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	<ul style="list-style-type: none"> • Increase the number of South Asian young people, and women & girls being active through playing cricket. • Secure additional funding that will support activities, events and programme delivery. • Alongside the DCF 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.
Create Sustainable play through Partnership and Stakeholder Engagement	<ul style="list-style-type: none"> • Develop partnerships with key businesses and stakeholders that can provide sponsorship and support to increase the reach and impact of the DCF Cricket Cities strategy. • Establish steering groups to inform future plans • Raise aspirations and improve employability skills through committed partners. • 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 Derby, and provides clear benefits to those partners and to communities across Derby. • Develop strong and effective relationships with Derby City Council to enable partnership work which will meet local Sport and Physical Activity targets. • Create and maintain close relationships with ECB, and other new national partners where appropriate. • Identify and engage community leaders, stakeholders and organisations to create focus groups that will provide greater insight and shape future plans. • Identify partners that will support the delivery of employability and life skills projects in the city.
Accessible & Welcoming Places & Spaces	<ul style="list-style-type: none"> • Work with DCF Facilities Officer to develop welcoming cricket clubs. • Identify and unlock access to green space within the city. • Improve access to indoor facilities to ensure cricket is available year-round. • Work in partnership with DCF Facilities Officer to identify cricket clubs and sites for investment. • Support clubs to access County Grants and other Capital Investment Funds. • Identify sites within key wards of the city where there is a need for cricket. • Work with Derby City Council to enable greater access to green spaces and other suitable facilities for cricket. • Identify indoor facilities suitable for cricket activity and develop relationships with facility managers to Improve access. • Develop activities that provide cricket all year round. • Develop relationships with Derby City Schools to unlock access to facilities and develop playing opportunities.
Improve Activity levels and Health & Wellbeing	<ul style="list-style-type: none"> • Deliver cricket programmes that are specifically designed to bring communities together and improve physical and mental wellbeing. • Work with the DCF Community officer to develop new programmes that tackle inactivity levels within the city and support growth of existing projects. • Engage new partners to support the development of programmes that improve the health and wellbeing of residents in the city.
Programme Management and Delivery	<ul style="list-style-type: none"> • Lead on developing, planning, and managing the delivery of the DCF Cricket Cities Programme. • Manage the Cricket Cities Budget. • Provide reports and regular evaluation of the programme.



	<ul style="list-style-type: none"> • Demonstrate impact through case studies. • Work with the DCF Community & Partnerships Manager and other members of the leadership team to deliver a multi-year Cricket Cities plan that helps address the needs of communities across Derby City. • Develop a plan that provides greater opportunity for ethnically diverse communities and under-represented groups in Derby, 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 closely with the ECB Cricket Cities Team to share best practice and provide ongoing reports • Continuously evaluate programmes and provide relevant data and reports to DCF Managing Director.
<p>General</p>	<ul style="list-style-type: none"> • 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 Cricket Cities Strategy • Participate on various DCF and other groups as agreed and required. Attend relevant meetings, seminars, workshops and/or conferences as agree • 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.
- 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
- 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:	£24,000 - £26,000 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 Phone Allowance or company phone
Pension:	Auto enrolment pension
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.



Job requirements

CRITERIA	Essential	Desirable
QUALIFICATIONS/TRAINING/EDUCATION		
Up to date Safeguarding and First Aid Qualifications enabling you to work with children and vulnerable adults	Y	
ECB DBS Checked	Y	
Experience as a cricket coach to ECB level 1 / Foundation Coach, or higher, or a commitment to achieving this within a short period of time.		Y
EXPERIENCE / KNOWLEDGE		
A passion for sport and community development, with an understanding of how to get the best out of people.	Y	
Experience of developing or working on programmes in Diverse Communities.	Y	
Experience of removing barriers and enabling access to participation	Y	
Experience of managing community programmes and initiatives	Y	
Experience of developing strategy and writing programmes	Y	
Experience of managing a budget	Y	
Experience of developing funding applications and securing private and public sector funding		Y
High levels of energy and enthusiasm and the desire to succeed	Y	
Excellent knowledge and experience of operational planning & implementation, monitoring & evaluation of programmes and processes	Y	
Experience of working with a variety of partners to produce social impact outcomes.	Y	
Experience of creating and sustaining strong relationships.	Y	
Experience of working in community settings	Y	
The ability to develop and implement high quality, varied and creative activity/cricket programmes		Y
Experience of mentoring, supporting and encouraging volunteers		Y
Experience of working on cricket specific projects		Y
Excellent customer service skills, with the ability to build relationships and communicate effectively with a diverse range of people.	Y	
Experience of working with inactive people in recreational sport and/or physical activity sessions		Y
Excellent administrative skills and evidence of project work	Y	
Good project management skills and ability to prioritise and work to deadlines	Y	
OTHER SKILLS		
Strong interpersonal and communication skills (including social media)	Y	
Ability to build strong lasting relationships with partners and key stakeholders	Y	
Influencing skills		Y
Excellent leadership skills		Y
Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes	Y	
Ability to work independently and as part of a team	Y	
Motivated, enthusiastic attitude and able to work effectively on own initiative	Y	
Experience of monitoring and evaluating the impact of sessions and programmes		Y
OTHER CONDITIONS		
Own transport, full UK driving license and able to work from various locations	Y	
Ability to be flexible and able to work evenings and weekends as required	Y	