



JOB DESCRIPTION

JOB TITLE:	Community Project Activator
CONTRACT:	FT Fixed Term (March 31 st 2022)
REPORTS TO (TITLE):	Head of Community Growth
OFFICE/DEPT:	Lancashire Cricket Foundation
OFFICE BASE:	Emirates Old Trafford
VEHICLE/MILEAGE RATE:	N/A – Mileage paid at 45p per mile
DATE:	August 2019

1. MAIN PURPOSE OF JOB

To develop and deliver the 'Girls Without Boundaries' project and to support the delivery of a range of 'development through cricket' community projects, programmes and events for the Lancashire Cricket Foundation.

2. JOB SPECIFIC TASKS

Main Duties:

- To develop and coordinate the delivery, monitoring and evaluation of the 'Girls Without Boundaries' project
- To support the delivery of a range of 'development through cricket' and community projects and programmes for the Lancashire Cricket Foundation.
- To support other Foundation staff with the delivery of a range of 'development through cricket' and community projects and programmes for the Lancashire Cricket Foundation.
- To develop sustainable partnerships / relationships with key stakeholders to support the development and delivery of 'development through cricket' and community projects and programmes.
- To work with communities in Trafford and across the whole of the North West to support the development and delivery of innovative and creative projects and programmes.
- To support the Lancashire Cricket Foundation in the delivery of high profile fundraising initiatives and events.
- To raise the profile of activities via social media through the relevant channels / processes.
- To monitor and evaluate the effectiveness of project and programme delivery through a range of performance management processes.

- To provide regular performance and impact reports for the Head of Community Growth and other members of the Senior Management Team as requested.
- To provide reports, as required, to grant funders to ensure that the Lancashire Cricket Foundation meets its funding obligations.
- To support the Head of Community Growth with identified grant funding applications and other innovative fundraising activities.
- To assist the Senior Management Team in the development and review of Lancashire Cricket Foundation strategies and plans.
- To support the Lancashire Cricket Foundation in embedding a culture of excellence and continuous improvement.
- To ensure the effective promotion of all Lancashire Cricket Foundation projects and programmes.
- To work closely with staff at Lancashire Cricket to identify opportunities for the Lancashire Cricket and the Foundation.
- Carry out other duties which the Head of Community Growth may need to allocate from time to time to ensure the effective and efficient running of the organisation.

Professional Standards:

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Work flexible hours to include some evenings and weekends as required.
- Follow Data Protection principles and policies and keep data secure and encrypted as advised.
- To provide quantitative and qualitative progress reports and any other statistical information as required.
- Engage in a managed continuous personal development plan, based on a learner centered approach and the needs of the role.
- To operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of the Lancashire Cricket Foundation and Lancashire Cricket.
- To adhere to the Lancashire Cricket Foundation's Policies and Procedures on confidentiality and the management and sharing of information.
- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket Foundation and other partners.
- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post.

Note:

- **The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested by the Senior Management Team.**
- **This is a casual car user post – applicants should have a full current driving license and access to transport, or if disabled, be otherwise able to fulfill the mobility duties of the post.**

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Confidentiality:

Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest

confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Disclosure:

Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact our County Welfare Officers or a member of the management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. The ECB has decided that this shall be at the ENHANCED level. By completing an application for this post you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures, and is committed to the Disclosure Code of Practice. Further information can be obtained from: www.disclosuresdbs.co.uk

3. KNOWLEDGE / EXPERIENCE / SKILLS NEEDED

Skills and Knowledge

- Understanding of 'development through cricket' and community work
- Strong communication, interpersonal, planning and organisational skills
- Be self-motivated and have the ability to motivate others
- Ability to review and adapt
- Ability to work within a team
- Ability to meet agreed targets
- Ability to work unsupervised
- Good IT skills
- Ability to evaluate all activity in agreed format
- Able to operate safely within the workplace by identifying risk and using safe working practices
- Excellent organisation, planning skills and ability to multi-task.
- Excellent communication skills, both verbal and written.

Experience / Qualifications / Training

- Experience of working to engage, inspire and support young women
- Experience of delivering safe, structured and enjoyable activity in schools, clubs and the local community
- Experience of supporting competitions and events
- Ability to encourage a healthy and active lifestyle to improve behaviour, concentration and academic success

- Experience supporting children to enhance their social and life skills through sport
- Ability to work alongside teachers and community figures to instil core values amongst children and young adults
- Delivery of cricket / generic leadership training
- Understanding of the needs of target groups including women & girls, minority ethnic communities, disabled people and people from disadvantaged background and areas of deprivation
- Experience of delivering development initiatives
- Experience of grant funding and of developing grant funding applications
- Experience of budget management / income generation in particular for grant funding to support the development programme
- Appropriate qualifications relating to the delivery of activity
- Attendance on First Aid and Safeguarding & Protecting Children courses
- Experience of undertaking risk assessments

AGREED AND SIGNED BY:

JOBHOLDER:

MANAGER:

DATE:

DATE TO BE REVIEWED: