



School and Community Programmes Manager Role Pack





Introduction

Dear Applicant,

Thank you for your interest in joining Oxfordshire Cricket. I am delighted that you are considering working here. As a member of the workforce, you would play a pivotal role in supporting us to deliver our strategy and ambition to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

We are seeking to appoint an ambitious, inclusive and proactive individual, who will work closely with our workforce and key stakeholders, to lead Oxfordshire Cricket's School and Community programmes aimed at growing the game and improving access to cricket in our local communities.

Please take some time to look at our website, <https://www.oxfordshire.cricket>, as this will tell you a lot about us and give you an idea of everything we do.

I hope that you might see yourself joining us and helping to make a difference.

Nick Pinhol

Participation Manager at Oxfordshire Cricket



About the Organisation

At Oxfordshire Cricket our mission is to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

Overview

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first-class game. We work hand in hand with Sussex, our first-class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 7 full-time staff and 4 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girls' sections.

Further information can be found on our website by [clicking here](#).

History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging its County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high-performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed, the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire has been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

Our 2022 School, Community and National Programmes Impact

- 9000+ Unique Participants
- 37 Whole School Programmes
- 57 Engagement Days
- 19 School Festivals
- 4 Street Cricket Projects
- Street Projects in Cowley, Banbury and Blackbird Leys
- 11 Bursary Funded National Programmes
- Over 2300 National Programmes Sign Ups

Job Description

Job Title:	School and Community Programmes Manager		
Department/Group:	Participation	Reporting to:	Participation Manager
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£26,000 - £28,000 depending on experience	Position Type:	Full Time - 37.5hrs a week

Role Description

Aims of the Role

Oxfordshire Cricket's mission is:

'To develop and protect the future of Cricket by making it a sport of choice in Oxfordshire'

Our focus will be:

- To make a difference to the local community through the development of inclusive cricket
- To provide Inclusive and accessible programmes
- To Inspire people to take up the sport

The aim of this role is to manage and support the delivery of a wide range of programmes and initiatives across schools and communities in Oxfordshire with the purpose of increasing participation and improving access to cricket.

As a senior leader within Oxfordshire Cricket, this role will also be expected to contribute to the other areas of focus that have been identified in our strategy. This is particularly the case in working closely with the Participation team within Oxfordshire Cricket.

Role and Responsibilities

Schools

- Manage and support the delivery of Primary and Secondary School [Chance to Shine](#) programmes in Oxfordshire and any additional schools delivery programmes in the county including managing the associated budgets.
- To manage and deliver a broader Oxfordshire schools cricket offer
- Build and manage relationships with Schools and key stakeholders such as Chance to Shine
- Manage and lead the delivery of teacher CPD for schools and teacher training bodies
- Upload and monitor session delivery on the Chance to Shine and ECB monitoring systems
- Manage and deliver school competitions and festivals across the year, working in conjunction with School Games Organisers, partnerships and the Oxfordshire Schools Cricket Association to increase participation

Communities

- Manage and develop community programmes, looking to increase participation in deprived areas and sourcing funding
- Manage and support the delivery of the Street cricket programmes for Oxfordshire
- Build and manage relationships with local community groups
- Manage and support the delivery of festivals and tournaments

National Programmes

- Support the National programmes lead, deliver National Programmes (All Stars Cricket, Dynamos Cricket and Intros) across the county in holiday and extracurricular time
- Support the delivery of annual CPD training for volunteers, activators and coaches

Line Management

- Line Manage a team of both full-time and casual coaches
- Manage work experience placements
- Provide advice, support and CPD for workforce colleagues

EXPERIENCE

- Experience in delivering sports participation programmes involving schools
- Experience in recruiting, coordinating and engaging volunteers
- Experience in inspiring young people to take up sport

SKILLS AND ABILITIES

- Ability to lead and coach in a range of different environments such as schools, communities across any age groups
- Outstanding communication skills, including experience in communicating effectively across varied audiences, both verbally and in writing
- Ability to present and enthuse
- Able to build and maintain good relationships with key stakeholders
- Excellent organisational, planning and project management skills. Able to map out the work stages required and complete them utilising the resources available.
- Ability to interact with employees and volunteers at all levels of the organisation

PERSONAL QUALITIES

- A passion for growing junior cricket and providing a fantastic experience for young people
- Outgoing and confident, a 'people person' who enjoys establishing new relationships and understanding different perspectives
- Energy, enthusiasm and self-motivation
- Innovative and dynamic
- A 'hands on' team player
- Understand and is committed to the protection and safeguarding of children and young people

Qualifications and Education Requirements

- ECB Enhanced DBS verified - Essential
- ECB Safeguarding Young Cricketers - Essential
- First Aid certificated - Essential
- ECB Core Coach/Level 2 - Essential
- ECB Coach Developer - Desirable

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

OTHER REQUIREMENTS

- This role will require the individual to have their own car

Additional Notes

- This role will require flexibility from the role holder in terms of hours of work. There will be requirements to work both weekends and evenings. However, Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that the role holder has appropriate time off during their week.
- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd

How to Apply

Please complete and submit the Safer Recruitment Application Form alongside a Covering Letter to Nick Pinhol at NPinhol@oxoncb.com by 5pm on Friday 4th of August 2023.

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application, you will be required to submit a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

References

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

NOTE

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol, Participation manager, to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to NPinhol@oxoncb.com