



Lancashire Cricket Board

Lancashire Thunder Activator

JOB DESCRIPTION

JOB TITLE:	Lancashire Thunder Activator
CONTRACT:	7 Months Fixed Term Contract 35 hours per week
SALARY:	Commensurate with experience
RESPONSIBLE TO:	Women's and Girls Cricket Development Officer (with direct link to Managing Director and Lancashire Thunder General Manager)
BASED AT:	Emirates Old Trafford
INTERNAL LIAISON:	LCB Staff, LCB Directors, relevant Sub- Committees & Association Organisations, LCCC and Foundation staff
EXTERNAL LIAISON:	England & Wales Cricket Board (ECB), Chance to Shine, County Sports Partnerships (CSPs), Local Authorities, Cricket Development Groups, Cricket Partnerships, relevant Leagues, Clubs and Education establishments

MAIN PURPOSE OF THE JOB

The post holder will be responsible for the Lancashire Thunder Community programme, engaging across various communities and groups including schools, Girl Guides and wider networks. The post will cover a wide geographical area including Lancashire, Cheshire, Cumbria and Staffordshire to help broaden the reach of the Lancashire Thunder brand.

MAIN DUTIES

- To be the main contact for all Lancashire Thunder community activity
- To organise relevant displays and marketing for Lancashire Thunder
- To maintain, review and update the LCB and ECB plan as required against KPIs.
- To attend relevant meetings
- To be responsible for the Chance to Shine funded Thunder Ambassadors
- Deliver in schools to raise awareness of the brand
- Set up and manage club visits
- Liaison and delivery of Thunder & Lightning Roadshow visits
- Set up and delivery of wider reach sessions
- Manage the budget for Lancashire Thunder Activator
- Match day activation including mascots, guard of honour and pre-match engagement

PARTNERS:





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- Match day fan engagement
- Drive attendance at games through community activation
- Work unsociable hours 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 by the Line Manager or relevant staff.
- Engage in a managed continuous personal development plan, based on a learner centred 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 LCB and LCCC.
- To adhere to the LCB'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 Board 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.

KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

- Experience in administration role.
- Experience of coaching cricket at participation level
- Ability to drive participation and be engaging
- Good with IT applications, with intermediate level in the use of Word, Excel, PowerPoint and Outlook.
- Excellent organisation, planning skills and ability to multi-task.
- Excellent communication skills, both verbal and written.
- Attention to detail.
- Ability to filter information and assess priorities.
- Ability to develop and maintain good working relationships at all levels.
- Ability to prioritise and manage own workload amid conflicting demands and busy work periods.

Note:

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 at the time of writing.

Confidentiality:

Any information relating to people contacted by the LCB 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.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members.



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Disclosure:

Because of the nature of the work of the LCB, 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.

PARTNERS:





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PERSON SPECIFICATION

POST: Lancashire Thunder Activator

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
<p>Strong communication, interpersonal, planning and organisational skills</p> <p>Be self motivated and have the ability to motivate others</p> <p>Ability to demonstrate accurate work with attention to detail</p> <p>Ability to review and adapt</p> <p>Ability to work within a team</p> <p>Ability to meet agreed targets</p> <p>Ability to work unsupervised</p> <p>Excellent IT skills</p> <p>Ability to evaluate all activity in agreed format</p> <p>Understand the meaning of sports equity</p>	<p>Application Form & Interview for all unless otherwise stated.</p>
2. Experience/Qualifications/Training etc.	
<p>Experience of event or project coordination</p> <p>An understanding of the Women’s game locally and Nationally</p> <p>Knowledge of the women and girls recreational game</p> <p>Experience of working in / with voluntary sports clubs, schools, volunteers and officials</p> <p>Experience of working with budgets</p> <p>Minimum of UKCC 2 (ECB Level 2) or equivalent</p> <p>Working in Schools module or capacity to complete this</p>	



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PARTNERS:



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<p>3. Work Related Circumstances</p>	
<p>A flexible working policy is in operation and required</p> <p>An expectation that work will be required out of normal office hours from time to time</p> <p>This is a casual car user post – applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post</p>	<p>Application Form</p>

<p>ADDITIONAL DESIRABLE REQUIREMENTS</p> <p>STAGE TWO – DESIRABLE: will only be used in the event of a large number of applicants meeting the minimum essential requirements.</p>	<p>METHOD OF ASSESSMENT</p>
<p>Experience of coordinating programmes</p> <p>Understand LCB pathway and Committee structures relevant to the role</p> <p>An understanding of the importance of the Equal Opportunities policy</p> <p>Understand Child Welfare principles, policies and procedures</p> <p>Knowledge of LCB Cricket Development initiatives</p>	<p>Application Form & Interview for all unless otherwise stated.</p>

Approved: Bobby Denning
Date: 18/04/2017