



<b>Job Title</b>	<b>Programme Development Officer</b>
<b>Reporting to</b>	<b>Director</b>
<b>Salary</b>	<b>£26,000 - £30,000 (dependant on skills and experience)</b>
<b>Location</b>	<b>Arundel Castle Cricket Ground with some home working</b>
<b>Contract</b>	<b>Permanent</b>
<b>Hours</b>	<b>35 hours per week</b> (to be worked typically between 9-5 Monday to Friday, with occasional weekend working).

### **Introduction**

The Arundel Castle Cricket Foundation was formed in 1986 and works alongside the Friends of Arundel Castle Cricket Club at what is widely regarded as one of the most beautiful cricket grounds in the world.

Using the power of cricket, outdoor recreation and our unique historic setting, the Foundation creates magical experiences for young people that seek to inspire and to engage, and that lead to lasting positive outcomes. All young people that visit are facing inequality or disadvantage, in the wide variety of forms that can take.

We believe that all young people should have the best possible opportunities in life, to be able to thrive and develop academically, physically, and emotionally through their school years and beyond. Our aim is to give young people the tools and confidence they need to learn, grow and succeed. Our unique programmes engage young people in sports, learning and social experiences, enabling them to overcome barriers, discover new possibilities and realise their aspirations.

### **Main Purpose of the Role**

We will soon be embarking on a new, exciting strategic plan. To execute that plan, we have created this new role to deliver a wide range of impactful programmes with a broad network of partners.

Reporting to the Director, and working alongside the Fundraising and Communications Executive, the Programme Development Officer will play the lead role in ensuring the successful development, delivery, and evaluation of all our programmes.

## **Responsibilities**

- Work with delivery partners, both new and existing, to develop and deliver a wide range of programmes
- Co-ordinate the monitoring and evaluation of all projects
- Co-ordinate the resourcing of coaching staff and other personnel involved in the delivery of activities
- Maintain financial records of programme costs against budgets
- Act as liaison between visiting groups and in-house catering team
- Undertake the role of Welfare Officer, ensuring all safeguarding related policies and practices remain fit for purpose and adhered to
- Work with the existing Marketing and Fundraising Executive to maximize awareness and coverage of programmes, including content gathering in accordance with safeguarding and media consent requirements
- Work closely with staff of the Friends of Arundel Castle Cricket Club, in particular the Chief Operating Officer, Ground staff, Executive Assistant and Catering Manager
- Ensure all health and safety protocols are adhered to at all times
- Represent the Arundel Castle Cricket Foundation in a positive and professional manner at all times
- Be committed to personal development
- Other duties as required by the Director

**We are looking for someone who is passionate about using cricket, outdoor recreation, and our unique site, to make a positive difference to young people facing disadvantage.**

**In addition, we are for looking for someone to evidence the following (E = essential, D = desirable):**

## **Experience**

- Experience in developing and implementing high quality, varied and creative programmes (E)
- Experience of creating and sustaining relationships with partners collectively seeking to produce social impact outcomes (D)
- Experience of working with disadvantaged and disabled young people (D)
- Experience of coaching cricket (D) and of facilitating outdoor recreational activities (D)
- An understanding of programme monitoring and impact evaluation methodology (D)
- A sound understanding of health and safety issues within a context of providing outdoor activities to young people (D)
- Experience in content creation (video & photography) (D)

## **Skills**

- Good programme management skills and ability to prioritise and work to deadlines (E)
- Excellent communication skills, both verbal and written (E)
- Strong IT skills in Microsoft Office and an understanding of social media (E)
- Able to manage information and data, and interpret and present high quality written, oral, and numerical information (E)
- Hands on and pragmatic approach to getting things done (E)
- Ability to work independently and as part of a team, and to be flexible with working hours (E)

### **Qualifications**

- A cricket or other sport coaching qualification, or teaching qualification (D)
- Holds a satisfactory enhanced DBS check (E)
- Safeguarding' trained (D) or commitment to achieving this within a short period of time (E)
- First Aid trained (D) or a commitment to achieving this within a short period of time (E)

### **Note**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Please submit your application in the form of a covering letter and CV to ACCF Director, Tim Shutt via the following email address: [tim@arundelcastlecricket.co.uk](mailto:tim@arundelcastlecricket.co.uk)

### **Important Dates**

- Deadline for applications is midnight on Tuesday 30th August
- Interviews will take place at the Arundel Castle Cricket Ground during w/c 19th September

**July 2022**