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Description automatically generated**

**Durham Cricket Foundation -** is the charitable arm of Durham Cricket which supports communities’ health and wellbeing by impacting lives in a positive way through cricket, delivering initiatives which provide opportunities and improve the lives of our local community.

We promote community participation in healthy recreation by providing facilities for the playing of cricket and other sports capable of improving health. Programmes are delivered along 5 activity pillars of health, education, social cohesion, grassroots sports and club development.

We are also the recreational body in Durham responsible for all non-first class cricket related activities in the County, we lead, inspire, and influence the growth, quality and accessibility of cricket.

We are recruiting enthusiastic, passionate, and professional individuals to join our team to deliver on our strategic plans.

**Our Values**

**We are INSPIRATIONAL** to everyone we come in contact with.

**We are here to inspire. Everywhere and everyone.** Whether that's on a winter night in the indoor hall or on a summer's day at a cricket game. We are inspirational to everyone we meet, whether that's someone we speak to in passing or someone we work with on a regular basis. Our enthusiasm for the game is contagious and it carries over - to the players we work with, to parents, to clubs and volunteers.

**You have FREEDOM to TRY -** It's better to fail than not try.

**You are supported to think outside the box. Whether you succeed or not.**Never be afraid to try new things and be innovative. We operate with a mantra of support and encouragement, and we truly believe that it's better to fail than not try. You are allowed to colour in outside the box. Our best successes come from bold ideas which we put to practice. You are working in a supportive team and whichever way it goes, we will always encourage you to have a go and walk a new path. Our game needs ideas and innovation. Don't be afraid to get creative.

**We are a FAMILY.** Our game is our community and our team is like family to us.

**Just like in cricket, we back each other up. On and off the field. Professionally and personally.** Our office is supportive and inclusive. We hear each other out and cheer each other on. Everyone has a place and a role on our team and we work together. We celebrate each other's successes at high times and support each other through the low times. We create a safe environment, where everyone is respected and welcomed. Because our team is our home away from home.

**ACCOUNTABILITY** We take responsibility.

We ask all team members to take responsibility for their own programmes. We take individual ownership to contribute to the team purpose.

**We act with INTEGRITY, TRUST & HONESTY -** These underpin everything we do.

We trust each other to act with integrity, honesty and transparency in our roles. We benefit from flexibility and freedom because we employ integrity, trust and honesty every day.

**Head of Community Inclusion & Growth**

**(35 hours per week, permanent contract)**

**Additional Information**:

Relevant Training will be provided for the successful candidate.

Appropriate clothing and equipment will be provided to the successful candidate.

The initial role is offered on a full-time contract and is subject to a successful probation period.

**Main Purpose of the Job**

The Head of Community Inclusion and Growth is a strategic and managerial role responsible for overseeing and developing initiatives that promote inclusion, health and wellbeing of the community.

This individual will lead efforts to integrate historical appreciation with modern community needs, ensuring that cricket continues to be a force for positive social impact across the cricketing County of Durham.

The position will provide direct management of staff and programmes in the ‘Cricket for Good’ part of the foundation. The role will ensure that all our community programmes are run and managed professionally, to place us in the required position to gain sustainable funding for our community projects.

**Specific Tasks and Responsibilities**

**Community Initiatives**

* Create a network within the county of industry expertise to stay connected to their priority areas of community health and social inclusion themes.
* Design and oversee programs that use cricket as a medium to promote physical, mental, and social wellbeing.
* Collaborate with healthcare professionals, educators, and community leaders to create inclusive and impactful wellbeing initiatives.
* Monitor and evaluate the effectiveness of wellbeing programs and adjust strategies as necessary.

**Outreach and Engagement**

* Foster strong relationships with community groups, schools, clubs, and other organisations to promote existing and new activities.
* Represent the organisation at public events, conferences, and media engagements to raise awareness about the initiatives.
* Develop and maintain a network of volunteers and stakeholders who support and participate in various programs.

**Funding and Resources**

* Work with our Head of Fundraising & Events to help identify funding opportunities, including grants, sponsorships, and partnerships, to support our projects.
* Manage budgets, allocate resources effectively, and ensure the sustainability of initiatives.
* Prepare reports and presentations for the board, donors, and other stakeholders to demonstrate impact and progress.
* Explore, prepare and submit funding applications to various grant suppliers to help grow our reach and our programmes.

**Income Generation Through**

* Collaborate with the Head of Fundraising and Events to develop and implement innovative strategies to drive income generation, ensuring a steady stream of funding for community inclusion, health wellbeing initiatives.
* Stay abreast of industry best practices and trends to keep the DCF relevant, appealing, and competitive.
* Collaborate with marketing and communications teams to create compelling campaigns that highlight the impact of our work.
* Establish and maintain relationships with key stakeholders, including participants, regulatory bodies, and community organisations, to foster trust and transparency in our programmes.
* Monitor and analyze performance metrics, adjusting strategies as needed to maximize revenue and ensure compliance with legal and ethical standards.
* Educate the community about the benefits of participating in the DCF, emphasizing how contributions support crucial inclusion, health and wellbeing programs.
* Explore and integrate technological advancements and innovative approaches to increase participation and optimize income generation.

**Team Leadership**

* Lead and inspire a team of professionals and volunteers dedicated to community inclusion, health and wellbeing.
* Provide training, guidance, and support to team members to achieve excellence in their respective roles.
* Foster a collaborative and innovative work environment.
* Conduct staff regular one to one meetings and annual appraisals.

**Knowledge / Experience / Skills Needed**

* Significant experience in community development, or a related area, preferably in a sports or non-profit context.
* Demonstrable experience in designing and leading community-based programs.
* Strong leadership skills and experience managing teams.
* Excellent communication and interpersonal skills, with the ability to engage diverse audiences.
* Knowledge of and passion for inclusion and community work.
* Ability to network and form partnerships with various stakeholders.
* Strategic thinking with strong organisational and project management skills.
* Experience in fundraising and income generation.
* Experience in sourcing, writing, submitting, monitoring and evaluating grant applications.
* Knowledge of legal and regulatory requirements related to operations.
* Proven track record of using innovative and ethical strategies to increase revenue.

**Management**

The post will be line-managed on a day-to-day basis by the Durham Cricket Foundation Chief Executive Officer.

**Candidates/post holders will be expected to demonstrate the following:**

**Assessment: Application & Interview**

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| **Experience and Understanding** |  |  |
| Experience of working with young people and adults, ideally in a range of environments including schools/ clubs/ youth clubs / community settings | E |  |
| Experience of working in the charitable or foundation sector |  | D |
| Experience of managing a team of staff | E |  |
| Experience and knowledge of sourcing and writing grant applications |  | D |
| Flexible and creative approach to work |  | D |
| Experience of undertaking risk assessments |  | D |
| An understanding of the needs of target groups including women and girls, black and ethnic minority communities, disabled people and people from areas of deprivation | E |  |
| Experience of organising events | E |  |
| Experience of Managing budgets | E |  |
| Strong commitment to safeguarding | E |  |
| Strong commitment to tackling discrimination in all its forms | E |  |
| **Key Skills** |  |  |
| Strong communication, interpersonal, planning and organisational skills. | E |  |
| Be self-motivated and have the ability to motivate others | E |  |
| Good IT skills ability to review and adapt | E |  |
| Ability to build and maintain relationships | E |  |
| Ability to lead and support teams |  | D |
| Ability to meet agreed targets and produce regular reports | E |  |
| Excellent time management and organisational skills |  | D |
| Ability to work unsupervised | E |  |
|  |  |  |
| **Special Aptitudes** |  |  |
| Valid driving license and regular access to effective means of transport | E |  |
| Flexible working week, available evening and week-ends | E |  |
| A willingness to learn and commitment to continuous professional development | E |  |
| Commitment to and ability to promote equality of opportunity | E |  |

**OTHER CONDITIONS**

The post holder will be based at Seat Unique Riverside. Due to the nature of the work the post holder will carry out his/her duties as such times/days which are most effective to perform the tasks required. This will involve some out of hours work – evenings, weekends, Bank Holidays, as necessary. There will also be significant travel around the region to meet different organisations.

**EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT**

It is the policy of Durham Cricket to treat all employees and job applicants fairly and equally regardless of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Furthermore, Durham Cricket will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above situations.

We recognize and value the difference and individual contribution that people make to the organisation. We strive to ensure that diversity as well as equality is embedded in all our policies, procedures and practices, responding to employees’ needs and encouraging employee development to increase their contribution to effective service delivery.

**SAFER RECRUITMENT POLICY**

Durham Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

**HOURS**

Full Time, 35 hours per week

**SALARY**

Starting at £28,000

**HOLIDAYS**

28 days per annum (pro rata) which includes the 8 statutory Bank Holidays in England & Wales.

**PENSION SCHEME**

Automatic Enrolment into the Royal London Group Personal Pension Plan. Matched employee contributions up to a maximum contribution of 5% of Basic Salary.

**WORKPLACE**

Durham Cricket, Seat Unique Riverside, Chester-le-Street, DH3 3QR

**TO APPLY**

To apply for the role please complete the application form and send to [recruitment@durhamcricket.co.uk](mailto:recruitment@durhamcricket.co.uk). We do not accept CV’s or cover letters.

Closing date for applications – The job will be open and ongoing until a suitable candidate is found.

If you would like an informal discussion on the role please contact Graeme Weeks, Chief Executive Officer on 07733003045.