

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title:	Disability Cricket - Programme Manager
Department:	People and Programmes
Reports to:	Senior Programme Manager (Disability)
Cendex Level:	3
Salary:	£36,000
Contract:	35 hours a week, Full Time, 2-year fixed term contract
Location:	Home Based Contract with regular travel

JOB PURPOSE: To lead the safe, inclusive and sustainable delivery of disability projects, using cricket to empower young people, widen access and create lasting positive impact. This role will have a particular focus on the development of our SEND school's programme.

Key Responsibilities

Disability Programme Delivery and Development

- Lead and manage high-quality disability projects using an existing programme framework.
- Manage the performance of local projects to achieve agreed outputs, outcomes and impact.
- Engage with and support the project lead/Development Officer to ensure high-quality project delivery.
- Work with delivery partners to maximise project delivery in accordance with contractual obligations.
- Identify and develop opportunities to grow programme reach, strengthen participant pathways and build meaningful partnerships locally.
- Work with Development Officers to embed youth voice and leadership opportunities for participants.
- Work with the programmes team to develop tools and resources to support the delivery of effective programmes.
- Oversee the safe and impactful delivery of disability competitions and events.

SEND Development

- Work with the programmes team to grow the reach of the SEND school's programme.
- Create more opportunities to grow the SEND schools programme nationally.
- Liaise with SEND schools and settings to increase the opportunities for children and young people to access an appropriate format of cricket for them.
- Develop opportunities to increase the impact and sustainability of the SEND school's programme. Eg teacher voice/advisory groups

Programme Management and Reporting

- Support the Senior Programme Manager with programme budgets, including invoice processing, budget monitoring and clear financial reporting.
- Ensure that all projects complete monitoring and evaluation in a timely manner.
- Support the effective reporting of all projects to funders.

- Work with colleagues to continuously improve a robust monitoring and evaluation approach.
- Support the programmes team to continuously improve quality assurance frameworks which enhance programmes delivery.

Cross Team Collaboration

- Work collaboratively with the programmes team, working across programmes where required.
- Collaborate with the Fundraising and Marketing team to identify, promote and develop fundraising opportunities linked to programme impact.
- Champion organisational values – We Include, We Inspire, We Empower – ensuring they are embedded in all engagement with coaches, volunteers, supporters, colleagues and stakeholders.

Safeguarding

- Uphold safeguarding policies and procedures, ensuring all activity prioritises the safety and wellbeing of children, young people and vulnerable adults, and escalating concerns appropriately.

Sport for Development

- Demonstrate an understanding of the organisation's mission, recognising how high-quality delivery contributes to positive outcomes for young people through sport and ensuring this purpose is reflected during engagement with young people.

Essentials skills

These are required for safe, effective and confident delivery from the outset, given the safeguarding responsibilities, specialist participant group, and autonomous programme delivery.

- **Efficient communication skills**, needed for engaging development officers, young people, schools, coaches, parents, volunteers and partners.
- **Ability to collaborate and build partnerships**, essential for working with major stakeholders, network partners, SEND education settings, communities, coaches and internal teams.
- **Competent IT skills**, required for data entry, reporting, communication and planning.
- **Strong organisational and planning skills**, critical for managing delivery partner performance and meeting deadlines.
- **Reliable teamwork and interpersonal skills**, the role is highly collaborative across Programmes, Volunteers, Fundraising and external partners.
- **Ability to work independently and use initiative**, essential for delivering objectives, supporting development officers, and managing relationships across a region.
- **Ability to manage competing priorities**, required due to delivery, training, data, reporting and partnership demands.
- **Proactive, positive approach**, needed for outreach, recruitment, and building new opportunities.
- **Baseline safeguarding awareness**, non-negotiable given direct work with young people.

- **Understanding of barriers faced by young people with a disability and the impact that sport can have on their lives**, essential for safe, inclusive and appropriate project management.
- **Competent budget oversight**, required for managing projects budgets and reporting.

Desirable skills

These can be developed through induction, shadowing, training, or exposure to the network.

- **Understanding of the organisation's mission and programmes**, depth grows naturally through onboarding.
- **Confident presentation skills**, useful for engaging with the network, but can be developed.
- **Specialist knowledge of sport for development**, desirable, but can be taught through shadowing and training.
- **Experience training or mentoring volunteers**, which can be developed with support from Programme Managers and the Volunteer Manager.
- **Experience writing case studies or formal reports**, can be strengthened with templates and coaching.

Responsibilities not held by this role

- Line management.
- Setting organisation-wide strategy or policy.
- Leading on programme strategy.
- Signing contracts on behalf of the organisation.
- Being responsible for fundraising targets or funding bids.
- Making decisions to start, stop or significantly change programmes without approval.

Lord's Taverners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

Our values: We Include, We Inspire and We Empower drive everything we do.