

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title: Programme Manager (Disability Focus North and Midlands)

Level: 3 (£36k)

As this is a regional role it will be home-based with travel required across region and to London where Lords Taverners HQ is based.

Reports to: Senior Programme Manager

JOB PURPOSE: To support the management of the safe, effective, efficient and impactful delivery and growth of programmes empowering of young people through cricket.

Team Collaboration & Leadership

- Be the departmental programme manager for disability with focus and support for participation initiatives specifically around competition.
- Support and promote Equality, Diversity and Inclusion (EDI) objectives.
- Play your part in forming and performing within a high performing team.

Programme Delivery

- Oversee and manage the delivery of the Disability programme, aligned to the programme framework and deliver on the organisation's charitable outcomes.
- Support Senior Programme Manager to develop opportunities for programme growth, participant pathways and partnerships.
- Effectively functionally manage a case load of Development Officers linked to Service Level Agreements ensuring the high-quality delivery of Lord's Taverners programmes.
- Work with the team of programme managers to create, disseminate and where required deliver purposeful and impactful workshops utilising the workshop hub to manage high quality tools and resources.
- Support the Youth Engagement Co-ordinator to deliver youth voice projects to embed youth voice at the heart of our decision-making and that of the County Cricket Boards.
- Deliver safe and highly impactful residentials, competitions and programme events.
- Identify and then seek support from Senior Programme Managers to establish new partnerships to increase and support the high-quality breadth and depth of programme delivery.

Partnership Working

- Implement opportunities for programme sustainability through volunteer recruitment, apprenticeships, and young leader opportunities as identified by Senior Managers working with the Volunteer Manager (further to investment).
- Support cross organisational collaboration working where appropriate with Engagement and Partnerships and Marketing and Communications team to increase funding opportunities and identify and deliver opportunities to promote and increase the profile of programme activity.
- Alongside Senior Programme Managers, maintain programme budgets including overseeing the processing of invoices and financial reporting.
- Working with Senior Programme Managers, develop, review, deliver and report on performance to ensure effective, efficient and economic return on investment.

Key Capabilities and Experience

- Knowledge and understanding of the challenges that young people who face inequality in accessing competition pathways.
- Strong knowledge and understanding of the challenges young people with disabilities who face inequality in accessing programme activity.
- Demonstrable ability to work collaboratively within a function and cross organisationally
- Ability to support planning and reporting.
- Ability to identify problems and seek support to develop effective solutions.
- Knowledge and understanding of the vision, mission, core values and objectives of Lord's Taverners and its programmes.
- Developing budget management experience.
- Stakeholder engagement with the ability to manage partnerships and relationships.
- Passionate and knowledgeable about how sport can help improve the lives of disadvantaged young people and its ability to drive a social return on investment.
- Event management delivery and safeguarding practices.
- Knowledge and understanding of EDI principles and strategies.
- Excellent IT and presentation skills.
- Excellent communication skills both verbal and written.
- Excellent administrative, organisational and planning skills by multi-tasking and working under pressure.

Benefits:

- 25 days annual leave + Bank Holidays
- Five additional holiday days between Christmas and New Year
- Two volunteering days
- Pension contribution 6%
- Flexible Working
- Group income protection
- Life Assurance
- Eye tests
- Employee Assistance Programme
- Birthday day off
- Season ticket loan
- Enhanced maternity and paternity leave pay
- Learning & Development plan