



JOB DESCRIPTION

Role Title:	Visually Impaired (VI) Cricket Development Officer
Department:	People and Programmes
Reports to:	Senior Programme Manager (Disability)
Cendex Level:	2
Salary:	£32,000
Contract:	35 hours a week, Full Time, 2-year fixed term contract
Location:	Home Based Contract with regular travel

JOB PURPOSE:

To give more young people with a visual impairment the chance to play cricket regularly by growing and delivering the Super 1s programme in targeted areas, attracting new participants, and supporting coaches to build their skills and confidence.

Key Responsibilities

Programme Delivery and Participant Engagement

- Deliver and coordinate Super 1s VI community hubs in targeted areas, ensuring sessions are inclusive and accessible for young people aged 8–25 with a visual impairment
- Support the delivery of a year-round programme that promotes positive social outcomes, helping young people build confidence, skills and connections through cricket
- Attract and engage new participants by working with local partners, schools and community groups

Competitions and Player Development

- Coordinate opportunities for participants to take part in competitive activity, supporting the delivery of at least three VI competition days each year
- Promote and signpost participants to the existing VI cricket pathway for further development opportunities

Coaches, Volunteers and Workforce

- Support the training and upskilling of coaches to deliver VI cricket sessions, following established frameworks and guidance
- Work with Programme Managers and the Volunteer Manager to help recruit and support Young Leaders and Youth Ambassadors
- Support group leads, teachers and volunteers to deliver sessions within their own settings

Partnerships and Network Support

- Build and maintain positive working relationships with delivery partners, VI networks and SEND settings to support programme delivery
- Contribute to strengthening local partnerships to increase reach and impact

Programme Coordination and Administration

- Collect and record programme data accurately and on time, using agreed systems and processes
- Contribute to reporting requirements, including case studies and impact stories
- Maintain regular communication with participants, parents and carers to support engagement

Cross Team Collaboration

- Work collaboratively with the Programmes Team, sharing capacity, expertise and resources to ensure organisational priorities are met effectively.
- Support cross-organisational events, working with colleagues across all departments to coordinate logistics, communication and delivery for awareness events.
- 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 event 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.

Day one 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.

- **Effective communication skills**, needed for engaging young people with VI, schools, coaches, parents, volunteers and partners.
- **Ability to collaborate and build partnerships**, essential for working with VI networks, SEND settings, coaches and internal teams.
- **Competent IT skills**, required for data entry, reporting, communication and planning.
- **Strong organisational and planning skills**, critical for setting up hubs, competitions, training sessions and pathways.
- **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 hubs, training coaches, 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 VI cricket opportunities.
- **Baseline safeguarding awareness**, non-negotiable given direct work with young people with a visual impairment.
- **Understanding of barriers faced by young people with a visual impairment**, essential for safe, inclusive and appropriate delivery.
- **Competent budget oversight**, required for managing session costs, coach payments, equipment and reporting.

Learnable on the job “desirable skills”

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

- **Understanding of the organisation’s mission and programmes**, depth grows naturally through onboarding.
- **Confident presentation skills**, useful for training coaches and group leads, but can be developed.
- **Specialist knowledge of blind cricket or VI sport**, 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

- Setting programme or organisational strategy
- Managing staff or holding formal line management responsibility
- Owning large budgets or making high-level financial decisions
- Leading national or complex multi-partner projects
- Acting as the final decision-maker on safeguarding cases
- Representing the organisation at a senior or strategic level

Lord’s Taveners 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.

