

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title:	Wicketz Programme Manager
Department:	People and Programmes
Reports to:	Senior Programme Manager (Wicketz)
Level:	3
Salary:	£36,000
Contract:	35 hours a week, Full Time
Location:	Home Based Contract with regular travel

JOB PURPOSE:

To manage and develop high-quality Wicketz projects, working with delivery partners and Development Officers (DO) to ensure safe, inclusive and sustainable delivery that improves outcomes for young people. The role will strengthen programme quality, reach and impact, with key responsibility for leading the Women and Girls Action Plan and increasing female participation across programmes.

Key Responsibilities

Wicketz Programme Delivery and Development

- Lead and manage high-quality Wicketz projects using a programme development framework.
- Manage the performance of projects to achieve agreed KPIs and impact in accordance with contractual obligations.
- Engage with and support the project lead/DO to ensure high-quality project delivery.
- Identify and develop opportunities to grow programme reach, strengthen participant pathways and build meaningful partnerships locally.
- Work with DOs to embed youth voice and leadership opportunities for participants.
- Work with the programmes team to develop tools and resources to support the delivery of high-quality programmes.
- Develop opportunities to increase the impact and sustainability of the Wicketz programme. Eg Parental voice/advisory groups
- Oversee the safe and impactful delivery of Wicketz competitions/festivals and events.

Women and Girls focus

- Be the programmes team lead to increase participation of Women and Girls in Wicketz, Super 1's and SEND Schools programmes using the 3-year action plan to support the whole game female participation strategy.
- Create resources to support the DO network to increase Women and Girls participation.
- Drive and influence best practice across delivery partners using the existing Women and Girls network group to drive innovation and share subject matter expertise.
- Be the relationship manager for partnerships within our existing Women and Girls Network and create new partnerships to enhance programme offers.
- Be the programmes team representative on the internal Women and Girls Working Group to ensure cross organisational collaboration.

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 programme delivery.

Cross Team Collaboration

- Work collaboratively with the programmes team, working across programmes where required.
- Collaborate with the Fundraising and Communication 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, communities, coaches and internal teams.
- **Demonstrated experience** of working with and developing sporting provision for targeted groups, with emphasis towards Women and Girls.
- **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.
- **Teamwork and interpersonal skills**, the role is highly collaborative across all stakeholders
- **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 from disadvantaged areas 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 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.
- Being responsible for fundraising targets or funding bids.
- Making decisions to start, stop or significantly change programmes without support.

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.