



## JOB DESCRIPTION

**Role Title: Programme Manager (Disability)**

**Level: 3**

**Reports to: Senior Programme Manager**

**JOB PURPOSE:** To oversee and manage the safe, effective, efficient and economic delivery and growth of programmes ensuring the empowering of young people through cricket.

### Key Responsibilities

1. Oversee and manage the delivery of disability programmes aligned to the programme framework and values, and deliver on the organisation's charitable outcomes.
2. Cultivate and develop opportunities for programme growth, participant pathways and partnerships.
3. Collaborate with Development Officers to develop Youth Voice and support the delivery of workshops, training, mentoring, and coaching aligned to programmes.
4. Cultivate, develop, and implement opportunities for programme sustainability through volunteer recruitment, apprenticeships, and young leader platforms.
5. Oversee and manage the safe, efficient, and effective delivery, competitions and events ensuring a schedule that delivers on programmes outcomes.
6. Collaborate with the Engagement and Partnership team to cultivate, promote and develop fundraising opportunities.
7. Collaborate with the Marketing and Communications team to identify and deliver opportunities to promote programmes.
8. Alongside the Senior Programme Manager, maintain programme budgets including overseeing the processing of invoices and financial reporting.
9. Working with the Senior Programme Manager, develop, review, deliver and report on performance to ensure effective, efficient and economic return on investment.
10. Take operational lead for special projects at the discretion of the Head of Cricket Programmes or Senior Programme Manager.

### Key Capabilities and Experience

1. Excellent communication skills both verbal and written.
2. An understanding of the vision, mission, core values and objectives of Lords Taverners and its programmes.
3. Ability to collaborate, cultivate and develop partnerships internally and externally.
4. Excellent IT skills.
5. Excellent presentation skills.
6. Excellent administrative, organisational and planning skills.
7. Excellent teamwork with enthusiasm and interpersonal skills.
8. Ability to manage, lead and work as part of a team and on own initiative.
9. Ability to multi-task and prioritise work under pressure.
10. Proactive, enthusiastic and with a 'can-do' attitude.
11. Ability to oversee and manage budget.
12. Passionate and knowledgeable about how sport can help improve the lives of disadvantaged young people.