



Director of Arundel Castle Cricket Foundation

Contents:

	Page
Arundel Castle Cricket Foundation - Background Information	2-3
Charitable Objectives, Structure and Governance	4
Role Profile	5-6
The Future	7
Timetable	8

Background Information

The Foundation was formed and registered as a charity (**Registered Charity No 1150351**) in 1986. Its purpose is to enhance the development and education of young people (mainly aged between 7-19 years), with a special emphasis upon the disadvantaged and those deprived of opportunity.

Over the years, we have focused strongly on inner city regions nationwide and particularly London's boroughs where the need has been greatest. We have used cricket and its associated activities as the medium for achieving our objectives. The Arundel Castle Cricket Ground in West Sussex has provided the heart for our project and it is to this world famous ground that the youngsters have come. Here we have outstanding outdoor facilities, an indoor school and a well-appointed pavilion from which we can provide catering for the purpose.

In addition to an experience offering cricket, we also conduct regular tours around Arundel Castle and its gardens, a facility that is well used to children with special needs and wheelchairs. Trips to the seaside at Littlehampton are all part of the routine and games of cricket on the beach a frequent occurrence. Crabs and seashells are much sought after and occasionally the local fishermen land a fish. The children love that.

For many years, we have operated a now well-established Special Needs Programme in collaboration with our friends in London. This includes about 50 visits a year from schools serving the needs of children, many with extremely complex needs including physical and emotional disabilities as well as severe to moderate learning difficulties. More than 600 of these children visit us each year.

Although we now specialise in lending a hand to those with learning difficulties, we also run a highly effective scheme for London youngsters from mainstream schools spread around most of the boroughs. These children and their teachers and assistants visit us for 15 days, and sometimes more, each year - some 500 young people in all. They receive coaching and encouragement and play matches against each other. From these they learn about teamwork, concentration, communication and co-operation. Shy and awkward children are given the chance to blossom and come out of themselves. In short, we seek to give them the confidence from which they can grow.

In the last five years we have sought to build on our experience with the young by providing activities and encouragement for working age adults with learning difficulties and disabilities. In 2013, we staged our first special tournament for adults with learning difficulties, as well as two internationals - a full England representative XI for the Deaf and an England Disabilities XI playing against teams raised by the Duke of Norfolk.

For over 15 years, in association with the Lord's Taverners and their sponsors, FORD, we have hosted the finals of the Inner Cities Cricket Cup. 300 boys nationwide would participate in this event which inspired teamwork and goodwill. The final eight successful teams, often from as far a field as Belfast and Sunderland, came to Arundel for a three-day tournament. Accommodation and recreational activities were provided and a sense of community was encouraged. It was always a fun week, full of enthusiasm, talent and endeavour.

However, we also include our local children in West Sussex. We run a programme of cricket as an outreach opportunity in the schools, involving about 40 local primaries, who receive regular tuition. Until 2011 they have come back to Arundel to compete in the finals of the West Sussex Primary Schools Tournament. The West Sussex Secondary Schools have also played their finals at Arundel but cuts in the local education authority budget have sadly put an end to these fixtures.

Every now and then a special opportunity has arisen. Since 2000 we have been involved with the development of cricket for the blind and partially-sighted as well as hosting matches for the deaf. This has evolved into a programme of activity that encompasses both local and national enthusiasts.

We have learnt to assist with the coaching despite different rules and regulations. We have pursued this project with great vigour.

We couldn't begin to achieve our objectives without important sources of accommodation nearby - one excellent accommodation centre, two preparatory schools and Goodwood House. All are sensitive to the needs of the young and very much enhance each visit to Sussex. A great deal is learnt from staying away from home.

Catering too is important. Both at Arundel and at the accommodation centres, high quality food is served that is in keeping with the needs and tastes of the young.

The Arundel project has a successful track record and is well-qualified and experienced with young people. We aim to give confidence and raise self-esteem through a series of activities and skills which appeal to the young and give them a better chance of success and happiness in the future.

Charitable Objectives, Structure and Governance

Charitable Objectives

The principal purpose of The Arundel Castle Cricket Foundation (ACCF) is to enhance the education and development of young people through cricket, sport and recreation. Our main emphasis in the last 33 years has been to concentrate on children disadvantaged by domestic circumstances and with limited opportunities. Our aim has been to address this position and give as many young people as possible the chance to improve and enhance their lives. To achieve these objectives, we have concentrated our resources most particularly upon urban and inner city regions, with London often being our main target. Nonetheless, we remain mindful of unmet needs within Sussex.

Structure and Governance

ACCF is an independent charity. John Barclay has been the Director of Cricket and Coaching since inception. ACCF has always had a very close relationship with the Friends of Arundel Castle Cricket Club (FACCC). In turn, both organisations have benefited from a long-term lease on favourable terms (held by the FACCC) granted by the Duke of Norfolk.

Whilst independent of each other, with separate governance structures, ACCF and FACCC co-exist. One could not operate without the other. In recent years, ACCF has contributed to the running costs of the club and the secretariat and this will continue to be the case.

Whilst John Barclay's successor, with the new title of Director of the Foundation, will have primary responsibility for the activities of the Foundation, the role requires very close liaison with the Executive Secretary as well as support for the activities of the FACCC. Indeed, the Executive Secretary will continue to provide certain key services to ACCF including Human Resources services, monthly management accounts, overall responsibility for safeguarding, information technology, catering requirements and supporting the training and recruitment of coaches.

The Director of the Foundation will be supported by an Executive Assistant. This role has been very successfully fulfilled by Annie Atkinson. Annie will be stepping down at the same time as John. The preference of the Board is for the successful candidate to appoint the Executive Assistant. The job description has already been outlined and the process of creating a long list of potential candidates will be started by the Board in the summer.

ACCF

President - The Duke of Norfolk
Director - John Barclay
Executive Secretary - James Rufey

Board of Trustees

Chairman - Peter Bristowe
Treasurer - Nigel Draffan

Arfan Akram, Michael Atherton, Tom Bristowe, Harry Chetwood, Jocelyn Galsworthy, Amanda Jupp, Judy Martin-Jenkins, Mark Milliken-Smith, Richard Pyman, Sir Tim Rice and Oliver Stocken

FACCC

President - The Duke of Norfolk
Chairman - Amanda Jupp
Treasurer - Mark Harrison
Executive Secretary - James Rufey

Role Profile

Title: Director of the Arundel Castle Cricket Foundation (ACCF)

Reporting to: The Chairman of Board of Trustees, Peter Bristowe

Location: Flexible, with the focus during the summer months being on activities based primarily at Arundel

Responsibilities:

Relationship Management and Public Relations

- Figurehead for ACCF responsible for delivering its charitable objectives in accordance with agreed goals
- Maintaining the relationships with major donors and supporters as well as building new ones
- Retaining wide range of cricket and other contacts which help to promote and sustain ACCF
- Maintaining the relationship with Lodge Hill and other appropriate residential centres
- Liaising with all schools and groups visiting Arundel for ACCF purposes
- Visits to schools and clubs both locally and in London in pursuit of ACCF's objectives
- Strong working relationship with FACCC and with ACCF's Board of Trustees
- Other public speaking engagements and attendance at events which endorse and enhance the profile of ACCF

Fundraising

- Leading fundraising activity
- Ensuring the financial sustainability of ACCF with the requisite level of capital reserves
- Working closely with all relevant parties (Trustees et al) to implement new initiatives and avenues for fundraising

Leadership, Management and Administration

- Leading and managing a variety of programmes and events at Arundel aimed at young children from both Sussex and inner city areas
- Ensuring the smooth running and organisation of all visiting groups to Arundel
- Ensuring the availability of accommodation, appropriate staffing levels (including the provision of appropriately qualified coaches) and all other necessary planning
- Working closely with the Executive Secretary across all aspects of running ACCF with regular updates and meetings
- Ensuring compliance with all Safeguarding requirements as determined by the Safeguarding Officer; e.g. ensuring all coaching staff are properly qualified and maintaining training as required
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Leadership, Management and Administration (cont.)

- Production of annual review including breakdown of usage of donor funding
- Preparation of 5-year business plan for Board approval
- Preparation of Board papers and annual report and accounts
- Recruitment of Executive Assistant (full or part-time)

The successful candidate will be a person with:

- A passion for cricket and sport in general
- A belief in the ability of sport to change lives for the better
- An understanding of educational needs of those facing challenging lives
- A grasp of economic common sense
- A social and political awareness and sensitivity

The successful candidate will be able to demonstrate a sense of vocation and dedication to this cause with an ability to inspire, collaborate, network and fund raise. He/she will be an articulate and compelling communicator in both public and private.

The Future

This is a significant moment in ACCF's history as we seek to appoint the successor to John Barclay who has made such an outstanding contribution as Director for the last 33 years. This appointment comes with his full blessing and support which is so critical to the future endeavours and successes of ACCF. Indeed, John has accepted the invitation from the board to become the Vice President of the Arundel Castle Cricket Foundation, an honorary title in recognition of his service over many years.

ACCF has a new Chairman and a strong and complementary group of Trustees, full of energy, and a close understanding and partnership with FACCC. This group has a clear commitment and ambition for the future welfare of ACCF. Its financial position has never been stronger.

ACCF is in a good place today and whilst there is not the desire for wholesale change, there is a great opportunity to influence the future direction of the Foundation. The Board is committed to delivering and developing the charitable objectives of ACCF.

Timetable

Wednesday 17th April 2019: John Barclay and Annie Atkinson's retirements to be announced

April - early June 2019: Assessment and evaluation of candidates for the long list

Late June 2019: First round interviews and short list to be agreed

July - September 2019: Short list interviews completed, and appointment made

It is anticipated that the new Director will start no later than February 2020 and will have already worked with the Board to select and appoint an Executive Assistant.