



## Bucks Cricket - County Safeguarding Manager

**CONTRACT TYPE** 0.5 FTE

**SALARY** £14,000 (£28,000 pro-rata)

**REPORTS TO** Chief Executive – Rich Hudson

**LOCATION** Buckinghamshire. Remote work when not at meetings/site visits/fortnightly Staff Working nr. Aylesbury.

### JOB PURPOSE

- To promote safe, welcoming and inclusive environments for all involved in Cricket in Bucks
- To promote a listening culture across all areas of the game
- Manage incident reports

### ABOUT BUCKS CRICKET

Bucks Cricket's ambition is to develop more, better and inclusive cricket across Buckinghamshire. We are a Charitable Incorporated Organisation and one of 20 *National County* Cricket Boards. Our main work streams are:

- Club Development - 100 affiliated Clubs, 54 Junior sections, 2400 participants in National Programmes
- County Pathway U11-U18 – 380 Boys & Girls – and Men's, Women's and Disability teams
- Inclusion Hubs – 9 Street Cricket and 4 Disability hubs
- Schools Coaching

### ROLE AND RESPONSIBILITIES

#### Proactive Responsibilities

- Club Safeguarding Officer Support:
  - i. Establish and maintain a supportive relationship with Club Safeguarding Officers to help them create safe, inclusive and enjoyable participation environments.
  - ii. Support Club Safeguarding Officers with their induction and role compliance requirements i.e. Safe Hands, Safeguarding for Specialist Roles (SSR) and DBS including verifier status.
  - iii. Provide regular updates and training via newsletters, webinars, club visits, CSO cluster network & support meetings.
  - iv. Travel for club visits, committee training and meetings
  - v. Complete training to be an ECB Safe Hands tutor, within 12 months of appointment, to deliver the ECB's Safe Hands Workshop to Club SOs

- vi. Support Clubs and Bucks Cricket generally in ensuring roles within regulated activity are ECB DBS & barred list checked, and requirements around overseas players/coaches are understood
  - vii. Be visible in Club environments
- County Safeguarding Support:
    - i. Establish and maintain a supportive relationship with Bucks Cricket Staff and Coaches - working closely with the Head of Participation and the Player Pathway Manager - to help them create safe, inclusive and enjoyable participation environments
    - ii. Ensure that the ECB's County Partnership Agreement (CPA) Safeguarding standards are complied with, and strive for "leading organisation" status within the CPA standards
    - iii. Provide a detailed report to the Board Safeguarding Lead ahead of a Board meeting to promote discussion with check and challenge at Board level around safeguarding and participate in Board meetings when required to provide updates (1-2 times per year)
    - iv. Deliver Board Safeguarding Training to Bucks Cricket's Board of Directors every 3 years, or sooner as and when Board members change
    - v. Be the Primary County Wide 'Safeguarding Recruiter,' and ID verifier using the ECB Online system and drive compliance within safer recruitment practices throughout the county cascading the safer recruitment messaging and practices to club level
    - vi. Deliver / co-deliver the Safeguarding Considerations in the Talent Pathway course every 3 years face to face with talent pathway staff
    - vii. Be visible and provide operational safeguarding within the County's Talent Pathway and Inclusion Hubs
    - viii. Complete, or have oversight of, a Training Matrix so training for staff can be monitored and checked appropriately
    - ix. Complete the Risk Assessment process for the county
  - ECB Safeguarding Link
    - i. Establish and maintain a good working relationship with the County Safeguarding Advisor (CSA) from the Cricket Regulator Safeguarding Team on behalf of the ECB
    - ii. Sign up to webinars, attend regional meetings and / or any other training and CPD opportunities as provided by the Cricket Regulator Safeguarding Team on behalf of the ECB
    - iii. Manage the process of reporting low-level concern's (LLC) using ECB systems.
    - iv. Regularly update the ECB Reporting System Smartsheet, including as much detail as possible and attach documents to support the statements

## **Reactive Responsibilities**

- i. Manage reactive safeguarding across all areas of Bucks Cricket.
- ii. Complete referral forms in a timely and effective manner with appropriate detail to ensure a prompt and factual process going forward.
- iii. Understand and work to the ECB threshold guidance and log all low-level concerns (LLC) within the ECB system

- iv. Ensure there is a clear referral pathway for sharing, reporting and recording concerns, in line with ECB policy and guidance; and club staff know how to access them
- v. Identify where Safeguarding concerns may also be potential breaches of the ECB Anti-Discrimination Code, and ensure these are referred into and managed through the appropriate process
- vi. Attend Local Authority Designated Officer (LADO) or other statutory agency meetings as and when required
- vii. Liaise with the Cricket Regulator Managed Participants Officer and have a process in place for the managed participants in your county
- viii. Attend inductions with Case Officers, Vetting Panel and other relevant teams on commencement of role

## **WORKING HOURS**

This role will require flexibility from the post holder in terms of hours of work, with Club Volunteers/activity and Bucks Cricket sessions likely to be available/taking place at evenings and weekends. Bucks Cricket is committed to the well-being of its employees and will ensure that there is flexibility with taking time in lieu. Bucks Cricket staff meeting at least every fortnight for team working, usually near Aylesbury.

## **PERSONAL SKILLS**

- Professional experience of safeguarding gained through relevant experience of casework e.g. Social work, Education, Designated Safeguarding Lead or Police including an understanding of current legislation, best practice and national frameworks
- Enthusiasm and commitment to safeguarding. Sees safeguarding as proactive work that will lead to great cricket environments that will attract and retain participants in the game
- Excellent presentation and training skills, and IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
- Excellent interpersonal and relationship management skills and experience of building relationships with key stakeholders
- A person-centred approach with an understanding of the rights, needs and best interests of children, young people and adults
- Experience of working to high levels of confidentiality including the storage of confidential documents
- Understanding and experience within Mental Health
- Ability to challenge poor practice and effect change
- Understand the Cricket Regulator Safeguarding Team on behalf of the ECB's role and responsibilities to safeguard the welfare of children, young people and adults, including policies relating to safeguarding children or adults in cricket
- Highly motivated with a positive solution focussed attitude and the ability to make decisions
- Sound judgement on complex matters, knowing when to escalate concerns

- Ability to influence and challenge people in positions of authority
- Analytical skills to be able to identify and present key themes/trends emerging from case data
- Access to a car and a full driving licence

#### **MANDATORY TRAINING TO BE COMPLETED FOR THE ROLE**

- ECB Induction to Safeguarding
- ECB Safe Hands Tutor
- Safeguarding for Specialist Roles (SSR) + bolt on
- Safer Recruitment within Cricket
- Safeguarding Adults within Cricket
- Safeguarding in the Talent Pathway
- Prevent Training

#### **EMPLOYER POLICIES**

- 10 days annual leave (pro-rata of 20) to be chosen by employee, and a break at Christmas and New Year, and Bank Holidays
- 45p per mile expenses (from nearest Bucks Cricket Club if based outside the county)
- Employer contribution 5% pension scheme
- Laptop provided
- Hybrid/flexible working – whole staff meet in-person fortnightly on Tuesdays near Aylesbury

#### **How to Apply**

Please complete the Application Form and return it to [richard.hudson@bucskcricket.co.uk](mailto:richard.hudson@bucskcricket.co.uk) by **5pm on Wednesday 16<sup>th</sup> October**.

Interviews will take place on Friday 25<sup>th</sup> October.

#### **Any offer to a successful candidate will be conditional upon the following:**

- Verification of identity
- Disclosure and Barring Service (DBS) check
- Verification of the right to work in the UK
- Receipt of two satisfactory references including current/most recent employer