JOB DESCRIPTION

**JOB TITLE**: County Safeguarding & Anti-Discrimination Officer

**DEPT:** Derbyshire Cricket Foundation and Derbyshire County Cricket Club

**REPORTS TO:** Managing Director of Derbyshire Cricket Foundation

**Nature and Scope of the Job**

Derbyshire Cricket Foundation (DCF) is the Governing Body for recreational cricket in Derbyshire, delivering services in support of the cricket community across the county. It is one of 39 County Cricket Boards/Foundations in England & Wales, and works in partnership with a number of key stakeholders to develop the recreational game locally in line with the strategy developed by the England & Wales Cricket Board (ECB). The DCF is a Company Limited by Guarantee with Charitable Status. Our purpose is to Empower Communities and Improve Lives through cricket and our mission is to inspire a generation to say, “Cricket is a game for me”.

As the Governing Body for cricket in Derbyshire, safeguarding is a fundamental and integral aspect of the DCF’s role, and that of its members, affiliates, key stakeholders and partners including Derbyshire County Cricket Club (DCCC). Collectively we all have a part to play to ensure the game is a safe, positive and enjoyable experience for the children and young adults who participate in recreational cricket, community cricket programmes or are involved in the county elite player pathway programmes.

Our united approach to safeguarding across the game is underpinned by our policies, procedures and regulations, and supports a child centred culture, by creating an environment where children are asked for, and feel able to express their views, opinions and concerns.

The County Safeguarding Officer plays a key role in embedding a culture of safeguarding across the game at all levels, leading at a County level to ensure high quality safeguarding arrangements across the cricket network.

The DCF and DCCC are committed to removing all forms of discrimination from the game so that no individual, group or organisation experiences discrimination or acts in a discriminatory manner. The DCF Safeguarding Officer will play an important role in helping combat discrimination in Derbyshire, by ensuring that any matters representing a potential breach of the game-wide Anti-Discrimination Code are escalated through the appropriate reporting and case-management processes.

The County Safeguarding and Anti-Discrimination Oficer is a joint role providing a service to both the Derbyshire Cricket Foundation and Derbyshire County Cricket Club. The Safeguarding Officer will be employed by Derbyshire Cricket Foundation Ltd to work with selected individuals and organisations across cricket in Derbyshire including DCCC and will directly support the DCF Strategy for Recreational and Community Cricket.

Derbyshire County Cricket Club are responsible for elite performance pathways for Women and Girls and Men and Boys and this role will proactively lead on the delivery of the Club’s Safeguarding Strategy across all aspects of the Club and its major matchdays and events

The main areas of focus for this role for both DCF and DCCC can be divided up as follows:

|  |  |
| --- | --- |
| Network Training and Support | Work in partnership with DCF Cricket Development Managers to plan and deliver safeguarding training, awareness and support to the wider cricket network. Identifying proactive measures that will enable safe environments across recreational cricket. |
| Case Management | Manage and investigate safeguarding and discrimination cases that arise in line with DCF/DCCC/ECB procedures. |
| Reporting | Produce data and reports as agreed with the Managing Director to support the effective monitoring and governance of safeguarding across cricket at all levels in Derbyshire |
| CPA Compliance | Work with DCF Managing Director and DCCC CEO and HR & Wellbeing Manager to implement relevant policy and procedures to meet compliance with requirements of the County Partnership Agreement with the ECB. |
| DCF Programmes | Work with the Managing Director and other DCF staff to ensure best safeguarding practice is in place for all programmes/activities delivered by the DCF. |
| Talent Pathway Support | Provide operational safeguarding support within the County’s Talent Pathway, including Boys and Girls County Age Groups, Academy and EPP, as well as the men’s and women’s senior teams, and disability performance teams |
| Match Day and Event Management | Support DCCC CEO and HR & Wellbeing Manager to undertake County Event Safeguarding Officer (ESO) duties where applicable at major matchdays and events hosted at the County Ground. |
| Cricket Regulator Engagement | Establish, build and maintain a good working relationship with the County Safeguarding Advisor (CSA) from the Cricket Regulator Safeguarding Team on behalf of the ECB |

**Key Performance Indicators (2025-2029)**

Key Performance Indicators for period 2025-2029 will be set by DCF Directors and Staff and the Derbyshire CCC CEO and the post holder will be expected to deliver Action Plans that support the achievement of these.

**Principal Responsibilities (main duties)**

1. **Network Training and Support**

Establish, build and maintain a supportive relationship with their network of Club Safeguarding Officers, county staff, volunteers and stakeholders acting as their first point of contact in safeguarding matters.

Responsible for the development and delivery of mandatory safeguarding training for Club Safeguarding Officers in the county.

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

Plan, promote, deliver, and evaluate a programme to engage and develop Club Safeguarding Officers. includes proactively identifying key themes and issues requiring intervention or support.

Maintain an up-to-date record of all Club Safeguarding Officers, to be reviewed and updated annually.

Produce supporting resources and literature to support the role of Club Safeguarding Officer. Including regular updates and training via newsletters, webinars, club visits, CSO cluster network & support meetings.

Drive compliance within safer recruitment practices throughout the county and cascade the safer recruitment messaging and practises to club level.

Support clubs and the county in ensuring roles within regulated activity are ECB DBS & barred list checked, and requirements around overseas players/coaches are understood.

Travel for club visits, committee training and meetings

Support DCF and DCCC with the administration and verification of DBS

Completes, or has oversight of, a Training Matrix so training for staff can be monitored and checked appropriately

1. **Case Management for Safeguarding and Anti Discrimination**

Manages reactive safeguarding across all areas of business within the county including the Talent Pathways, DCF and DCCC where appropriate

Report, manage, and where appropriate investigate, any cases of Discrimination referred by clubs or individuals in line with DCF/DCCC and ECB protocols and procedures.

Work with relevant associated bodies to resolve any cases raised.

At all times follow the ECB reporting and communication protocols maintaining confidentiality throughout.

Completes referral forms in a timely and effective manner with appropriate detail to ensure a prompt and factual process going forward

Understands and works to the ECB threshold guidance

Log all low-level concerns (LLC) within the ECB system

Support any safeguarding concerns which are returned to county to manage supported by your County Safeguarding Advisor (CSA)

1. **Reporting**

Ensure there is a clear referral pathway for sharing, reporting and recording concerns, in line with ECB policy and guidance; and clubs know how to access them.

Work with the DCF Managing Director and DCCC HR & Wellbeing Manager to identify and monitor any patterns of concerning behaviour and address them proactively.

Periodically support the DCF Managing Director by undertaking assessments of safeguarding risk across cricket in Derbyshire and helping identify and implement appropriate actions to mitigate risk.

Support effective governance of safeguarding by providing reports to the DCF Board of Trustees and DCCC Board and Safeguarding Committee ahead of each meeting as agreed, and briefing the designated board leads for safeguarding on key themes and issues, as appropriate.

Participate in Board meetings (both DCF and DCCC) when required to provide updates

1. **CPA Compliance**

Work with and support the DCF Managing Director and DCCC CEO to ensure CPA minimum standards are complied with but strives for “leading organisation\*” status within the County Partnership Agreement (CPA) standards for safeguarding

1. **DCF Programmes**

Work with the DCF Managing Director and other DCF staff to ensure best safeguarding practice is in place for all programmes/activities delivered by the DCF.

Support DCF staff to carry out risk assessments of venues used for all regulated activity

Ensure DCF staff are taking appropriate action to assess safeguarding risks associated with the delivery of new programmes. With the DCF Managing Director, ensure that appropriate procedures are in place and that staff have access to the latest training and information available.

1. **Talent Pathway Support**

Be visible and provide operational safeguarding within the County’s Talent Pathway, including Boys and Girls County Age Groups, Academy and EPP, as well as the men’s and women’s senior set up

Work with the DCCC Head of Talent Pathways to develop and implement safeguarding policies and procedures in line with CPA standards, and promote a culture and environment where safeguarding is a key priority.

Delivers / co-delivers the *Safeguarding Considerations in the Talent Pathway*course

Provide safeguarding support to players, managers and coaches as and when appropriate or required.

Review policy and procedures on an annual basis and update with any changes to legislation.

1. **DCCC Match Day and Event Management**

Undertakes County Event Safeguarding Officer (ESO) duties where applicable. Contributes to Event Safety Plans and act as ESO where required

Attendance at major match days and major events (approximately 10-12 per year

1. **Cricket Regulator Engagement**

Establish, build and maintain a good working relationship with their County Safeguarding Advisor (CSA) from the Cricket Regulator Safeguarding Team on behalf of the ECB

Liaises with the Cricket Regulator Managed Participants Officer and has a process in place for the managed participants in your county

Attend webinars, regional meetings and / or any other training and CPD opportunities as provided by the Cricket Regulator on behalf of the ECB

1. **General**

Promote the welfare, health and safety of young people in cricket. Identify opportunities to establish procedures which embed the practice of “listening to children” across cricket in Derbyshire in line with ECB guidance.

Delivers Board Safeguarding Training to the Board of Trustees and DCCC Supervisory Board every 3 years, or sooner as and when Board members change

Completes, or has oversight of, the Risk Assessment process for the county

Participate on various DCF / DCCC Safeguarding Committee and other groups as agreed and required. Attend relevant meetings, seminars, workshops and/or conferences as agreed

Establish a County wide process of continuous operational review and improvement (monitoring and evaluation of all work) planning, supported by other DCF/DCCC staff as required.

Attends Local Authority Designated Officer (LADO) or other statutory agency meetings as and when required

Offer support and advice to the DCF and DCCC staff in the delivery of their core roles and responsibilities

Willing to work unsociable hours and weekends where necessary

Commit to a personal professional development programme in order to provide an ever-improving service and support to all stakeholders. This will be agreed with the DCF Managing Director.

Other duties as required.

To present Derbyshire Cricket Foundation Ltd, Derbyshire County Cricket Club, other Partners and the game of cricket in a positive and professional manner.

**Person Specification**

**Essential Skills / Experience**

* Experience of safeguarding gained through relevant undertaking and management of casework, including an understanding of current relevant legislation, best practice and national framework for safeguarding and promoting the welfare of children
* Understanding of the ECB’s and DCF’s/DCCC’s role and responsibilities to safeguard the welfare of children and young people, including ECB and DCF/DCCC safeguarding children policy documents;
* Understanding of local arrangements for managing safeguarding children and reporting procedures;
* Able to recognise potential instances of discrimination, as defined in the Equality Act 2010 and the ECB Anti-Discrimination Code.
* Experience of building relationships with key stakeholders;
* Experience of working to high levels of confidentiality including the storage of confidential documents
* Ability to work effectively across a multi-agency professional and volunteer network.
* A full driving Licence
* Excellent presentation and training skills
* Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
* Excellent interpersonal and relationship management skills

**Desirable Skills**

* + Experience of multi-agency working
  + Experience of volunteering or working in cricket, other sports or a similar activity
  + Experience and training within Mental Health to support staff, themselves and wider cricket community

**Personal Attributes**

* Passion for sport, specifically cricket, and it’s positive social impact.
* Enthusiasm and commitment to safeguarding
* Ability to challenge poor practice and effect change
* Ability to proactively identify emerging themes and issues that require attention.
* Presentation and training skills
* A role model who is visible, sets high standards, operates with integrity, and can inspire and engage others.
* Effective team-player and team-leader. Able to delegate effectively, but also contribute during periods of high workload. Will create an inclusive environment which enables all colleagues to maximise their contribution.
* An effective listener. Prepared to learn and act on feedback from others, and develop own thinking based on input from others.
* Builds excellent relationships. An effective written and verbal communicator, who collaborates effectively and influences different stakeholders at different levels.
* Good planner and well organised. Able to establish and deliver plans which achieve the highest quality outcomes possible with the resources available. Flexible to adapt to changing demands.

**Package:**

Salary: £24,500 – 26,500 per annum based on 37.5 hours per week

Expenses: 45p per mile will be paid for travel to duties directly related to your work for the DCF as per the DCF expenses policy. This does not include travel to and from work

Mobile Phone and Laptop Provided

Pension: Pension Scheme Available

Hours of work: Full-time 37.5 hours per week to include occasional work on evenings and weekends as well as during the day on weekdays as required. Flexible working is supported, and part-time arrangements on reduced hours can be considered.

Location: Designated place of work is County Ground, Nottingham Road, Derby DE21 6DA. Hybrid working from home and the place of work is supported, subject to arrangements being agreed with the DCF Managing Director.

Holiday: 25 days holiday per annum, plus 8 public holidays.