

SHROPSHIRE CRICKET BOARD LIMITED

www.cricketshropshire.co.uk
E-mail: info@cricketshropshire.co.uk

Wrekin College Cricket Pavilion, Roslyn Road, Wellington, TF1 3BH
Office telephone: **01952 256202**
Fax: **01952 265675**



JOB ROLE AND MAIN DUTIES

JOB DESCRIPTION	County Safeguarding Officer
REPORTS TO	Lead Officer
LOCATION	SCB Offices, C/O Wrekin College, Roslyn Road, Wellington, TF1 3AX
HOURS OF WORKING	P/T 18 hours per week exact working pattern tba with Line Manager

At Cricket Shropshire, Safeguarding is not just a responsibility, it is a **core foundation** of our organisation and a **non-negotiable priority**.

This means creating an environment where children, young people, and adults feel safe, respected, and included, wherever and however they participate in cricket.

Reporting directly to the Lead officer, the County Safeguarding Officer (CSO) leads on both proactive and reactive safeguarding work, supporting a network of club and league officers, ensuring compliance with ECB/cricket regulator standards, and embedding best practice throughout the game.

Proactive Responsibilities

- Manages proactive safeguarding across all areas of business.
- Establishes, builds and maintains a supportive relationship with their network of Club Safeguarding Officers, League Safeguarding Officers Cricket Shropshire staff, volunteers and stakeholders acting as their first point of contact in all safeguarding matters
- Provides guidance and support to Club Safeguarding Officers on best-practice proactive safeguarding
- Co-ordinating and engaging with/listening to the voice of children and young people
- Manages the process of reporting lower-level concern's (LLC) using ECB systems
- Ensures CPA minimum standards are complied with but strives for "leading organisation" status within the County Partnership Agreement (CPA) standards for safeguarding
- Establishes, builds and maintains a good working relationship with their County Safeguarding Advisor (CSA) from the Cricket Regulator Safeguarding Team on behalf of the ECB
- Attends quarterly meetings face to face with their CSA to discuss action plans and track CPA progress. Regularly update the Smartsheet, including as much detail as possible and attach documents to support the statements

Registered in England and Wales

Company Registration Number: **7756164**

Registered Charity Number: **1148878**

The names of the directors are available from the registered office

- Provides a detailed report to their Board Safeguarding Lead (BSL) ahead of a Board meeting to promote discussion with check and challenge at Board level around safeguarding
- Participate in Board meetings when required to provide updates (recommended 1-2 times per year)
- Delivers Board Safeguarding Training to their Board of Directors as appropriate.
- Would be expected to complete training to be an ECB Safe Hands tutor, within 12 months of appointment, to deliver the ECB's Safe Hands Workshop up to 4 times each year to support recreational cricket club staff and volunteers, to understand and adhere to their safeguarding responsibilities at club level
- Drives compliance within safer recruitment practices and cascades the safer recruitment messaging and practises to club level
- Supports all clubs in ensuring roles within regulated activity are ECB DBS & barred list checked, and requirements around overseas players/coaches are understood
- Is the Primary County Wide 'Safeguarding Recruiter,' and ID verifier, using the ECB Online system
- Delivers / co-delivers the Safeguarding Considerations in the Talent Pathway course every 3 years face to face with talent pathway staff
- Is visible and provides operational safeguarding within Cricket Shropshire Talent Pathway
- Completes, or has oversight of, a Training Matrix so training for staff can be monitored and checked appropriately
- Completes, or has oversight of, the Risk Assessment processes
- Attends various inductions with Cricket Regulator Safeguarding team on commencement of role, signs up to webinars, attends regional meetings and / or any other training and CPD opportunities as provided by the Cricket Regulator on behalf of the ECB
- Support Club Safeguarding Officers with their induction and role compliance requirements i.e. Safe Hands, Safeguarding Level 2 and DBS including verifier status
- Provide regular updates and training via newsletters, webinars, club visits, CSO cluster network & support meetings
- Travel for club visits, committee training and meetings
- Shares ideas to encourage an all-inclusive, safe and welcoming culture, and listening environment
- Willing to work unsociable hours and weekends where necessary

Registered in England and Wales

Company Registration Number:

7756164

Registered Charity Number:

1148878

The names of the directors are available from the registered office

Reactive Responsibilities

- Manages reactive safeguarding across all areas of cricket delivery
- 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
- Logs all lower-level concerns (LLC) within the ECB system
- Ensures 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
- 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
- Attends Local Authority Designated Officer (LADO) or other statutory agency meetings as and when required
- Supports any safeguarding concerns which are returned to Cricket Shropshire by the cricket regulator

Person Specification

Essential skills

- Professional experience of safeguarding gained through relevant experience of casework e.g. social work, Education, police or Designated Safeguarding Lead.
- Understanding of current legislation, best practice and national frameworks
- Excellent presentation and training skills
- Enthusiasm and commitment to safeguarding
- Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
- Experience of building relationships with key stakeholders
- Excellent interpersonal and relationship management skills
- 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

Registered in England and Wales

Company Registration Number:

7756164

Registered Charity Number:

1148878

The names of the directors are available from the registered office

- Understanding Mental Health support
- Ability to challenge poor practice and effect change
- Understanding the Cricket Regulator 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
- Understanding of local arrangements for managing safeguarding children and reporting procedures
- 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 is essential
- An enhanced ECB DBS check is required for this role.

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

Mandatory training to be completed by CSO: provided by Cricket Shropshire or ECB

1. ECB Induction to Safeguarding
2. Safeguarding Level 2 (SSR)
3. Safer Recruitment within Cricket
4. Safeguarding Adults within Cricket
5. Safeguarding in the Talent Pathway
6. Prevent Training

Areas of business CSO should attend:

1. Cricket Regulator Safeguarding Team Conference
2. Quarterly meetings with cricket regulator

Registered in England and Wales

Company Registration Number:

7756164

Registered Charity Number:

1148878

The names of the directors are available from the registered office

3. Conferences and training as required by the role.
4. Monthly operational meeting with Safeguarding board lead.
5. 1-2 Board meetings per year.

GENERAL STATEMENT	The above responsibilities and duties do not include or define all tasks which may be required to be undertaken by the postholder. The responsibilities and duties may vary without changing the general character of the level of responsibility and duties involved.
HEALTH AND SAFETY AT WORK	The Health and Safety at Work Act states 'it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
CONDITIONS	Working hours are flexible and will be managed with your line manager. FTE of 28 days holiday including statutory. Additional Board discretionary holidays at Christmas.
SALARY	Competitive based on experience Pension scheme in place Appropriate workwear provided