

Oxfordshire Cricket

Job Title:	Oxfordshire Cricket Safeguarding Officer		
Department/Group:	Central Services	Reporting to:	Safeguarding Director
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£5600K per annum - (Job share £2800 each)	Position Type:	Part time/average 1 day per week

External Posting URL:	External Posting URL
Internal Posting URL:	Internal Posting URL

Role Description

AIMS OF THE ROLE

Oxfordshire Cricket's Mission is:

'To develop and protect the future of Cricket by making it a sport of choice in Oxfordshire'

The aspiration of this role is:

'Deliver a safe and welcoming environment for all participants within Oxfordshire cricket'

- Demonstrate that at all times Safeguarding is at the front of mind in everything we do.
- Create and manage an effective network of support throughout the County, within the Board, Clubs, Leagues, Officials and volunteers.
- Manage the link between the ECB Safeguarding team, statutory authorities and the Oxfordshire Cricket Board enabling each to achieve their objectives.
- Identify and manage incidents of concern effectively and efficiently, maintaining the confidence and integrity of Oxfordshire Cricket at every opportunity.
- Provide critical services to the Board regarding Club Affiliation and the Coach Education Centre

The purpose of this role is to support the Board to achieve the stated mission and represent the Board on delivering whatever is necessary to achieve its aspiration in terms of Safeguarding.

This role will include working collaboratively with the Board Safeguarding Lead, the ECB, the staff of OCB Ltd, Clubs, Leagues, Officials and volunteers. To do this successfully an efficient network of contacts will need to be created and continuously trained and communicated with.

ROLE AND RESPONSIBILITIES

- **Point of contact on matters of Cricket Safeguarding within Oxfordshire**
 - for Statutory agencies, and liaise with these agencies where necessary so that both parties can fulfil their duties
 - for the ECB and liaise with them as necessary to ensure the Board delivers its CPA responsibilities; this includes referring serious or complex issue to the ECB Safeguarding teams

Oxfordshire Cricket

- to act as Oxfordshire's local point of contact for all Safeguarding matters supporting the County Board, Club Safeguarding Officers, League and ACO safeguarding officers to support them in enacting their safeguarding responsibilities
- Attend the annual weekend ECB Safeguarding Conference
- Communicate regularly with the Board Safeguarding Lead on all matters, including providing a monthly Board report in advance of the Board meeting.
- managing feedback relating to Safeguarding, EDI and GCR

- **Promote Safe Hand Management**
 - Implement and maintain the SHMS across all areas of Oxfordshire Cricket, including creating incentives for compliance
 - Manage a low level concerns log
 - Review all Safeguarding policies and procedures every three years maintaining version control.
 - Provide regular articles for the weekly newsletter, website and club development sessions.
- **Education and Training**
 - To support the education and training of all requisite individuals within cricket, from Board to volunteer this includes input into the Safer Recruitment process potentially being involved in the interview process where practicable.
 - To provide an induction session for all new employees.
 - Attend Safe Hands tutor updates as required by ECB
- **Advisory Service**
 - To provide a comprehensive and scalable advisory service to Safeguarding Officers, volunteers and employees across the Oxfordshire network

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Good understanding of Safeguarding within cricket
- Up to date understanding of current government guidance and legislation
- Understanding of the roles and responsibilities of the statutory agencies; including an awareness of how they work and what they might require
- Excellent understanding of the Safe Hands Management System, its implementation and the systems and processes that surround it
- Good understanding of all ECB Safeguarding requirements and equity issues within the game

PREFERRED SKILLS

- **Administration** – this person will need to be a first class administrator, with good technical skills and a high attention to detail
- **Advisor** - this person will have the inter personal skills and integrity that enables them to deal with sensitive and delicate issue which can only be shared within a small and carefully selected group of people
- **Advocacy** - this person will be a major advocate of Safeguarding and will have a deep passion for the importance of the subject
- **Promotion of Safeguarding** - this person will actively seek and record the view of cricketers of all ages, abilities and backgrounds through effective use of the Safeguarding network.
- **Communication** - this person will be a highly effective communicator and will be able to train and encourage others either in written dialogue or on a face to face basis
- **Integrity** - the highest standards of integrity are an absolute necessity to fulfil this role.

Oxfordshire Cricket

KEY RELATIONSHIPS

- OCB Safeguarding Director, Board and workforce, ECB safeguarding team, Leagues, Club SGOs, ACO, Volunteer network

ADDITIONAL NOTES

- This role will require time flexibility so that the job holder is able to meet with volunteers outside of the normal working day. The role will also be as and when needed to respond to safeguarding concerns and will not have a standard pattern of working hours.
- Periodically this role will have peaks which will need to be supported by other OCB staff and Board members.
- This role is likely to expand in the coming months to include work around the EDI agenda. When this happens the allocated hours will be expanded to appropriately compensate the post holder.

Reviewed By:	Margaret Stevens	Date:	25/03/2023
Approved By:	Margaret Stevens	Date:	25/02/2023
Last Updated By:	Chris Clements	Date/Time:	March 2023