



JOB DESCRIPTION

Role:	County Safeguarding Officer
Salary:	£30k pro-rata (actual earnings £15k approx. per annum)
Hours:	Part - time (2.5 days per week)
Location:	Uptonsteel County Ground, Grace Road, Leicester and remote working.
Responsible to:	Chief Executive Officer

Job Purpose:

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

Main Duties and Responsibilities

- The County Safeguarding Officer (CSO) will deliver proactive safeguarding across all areas of business within the jurisdiction of Leicestershire County Cricket Club (The Club) in its capacity as a 'First Class County'.
- Develops an effective and reciprocal working relationship with the Leicestershire and Rutland Cricket Foundation County Safeguarding Officer in their role as lead for safeguarding for recreational cricket.
- Establishes themselves as the primary lead for safeguarding for the County Talent Pathway for women and girls and men and boys, working with the Director of Cricket and Head of the Cricket Academy to attain the highest safeguarding standards.
- Will become the primary safeguarding lead for the LCCC Tier Two Women's Cricket Team in 2025.
- Develop an effective working relationship with the Indoor Cricket School Manager to ensure all that all people who use the facility have their safeguarding needs met
- Provides safeguarding guidance and information to support to all colleagues, players (child and adult), stakeholders, club members, business partners, and any other interested party.
- Manages the process of reporting low-level concerns (LLC), using ECB systems, to ensure that all cases are effectively recorded, reported, and retained in accordance with Safe Hands Policy.

- 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
- Support the CEO and 6 Pillar Forum by providing the latest safeguarding information and regular reports on compliance with safeguarding training and standards. Provide advice and guidance on how the Club strategy for ‘listening’ is developing and capture information and initiatives from pillar leads and add to the CPA Smartsheet
- 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
- Provides a detailed report to the LCCC Board Safeguarding Lead (BSL) ahead of scheduled Board meetings 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 every 3 years, or sooner as and when Board members change
- Drives compliance within safer recruitment practices throughout the Club, and cascades the safer recruitment messaging and practices with colleagues across the Club Pillars
- Manages the monitoring and review process for all safeguarding accreditation, training, and vetting (primarily Disclosure and Barring Service certificates) for all staff roles (including contractors), to ensure compliance with the ECB Safe Hands Policy and current legislation.
- Is the Primary LCCC ‘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
- Completes, or has oversight of, a Staff Training Matrix so training compliance for staff can be monitored and checked appropriately
- Has oversight of, the Risk Assessment process for off-site (non-LCCC) facilities that are used by LCCC junior teams across the county pathway and age group
- 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
- Provide regular updates and training to LCCC staff and volunteers via newsletters, webinars, Pillar team visits, CSO cluster network & support meetings
- Be available to travel to off-site venues to support LCCC business and cricket matches that are played at alternative grounds
- Shares ideas to encourage an all-inclusive, safe and welcoming culture, and listening environment
- Willing to work unsociable hours and weekends where necessary and agreed in advance with line manager, and in accordance with the needs of the Club
- Undertakes LCCC Event Safeguarding Officer (ESO) duties where applicable. Contributes to Event Safety Plans and act as ESO where required. Works in conjunction with the Stadium Manager to ensure all ground stewards and security staff are provided with appropriate safeguarding guidance and policy prior to deployment at games
- Manages reactive safeguarding across all areas of LCCC
- 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 low-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 LCCC to manage supported by your CSA
- Liaises with the Cricket Regulator Managed Participants Officer and has a process in place for the managed participants at LCCC
- Attend inductions with Case Officers, Vetting Panel and other relevant teams 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
- Willing to work unsociable hours and weekends where necessary Person Specification

Other duties:

- To establish effective working relationships with external bodies as necessary.
- To contribute to the overall ethos, work and aims of Leicestershire County Cricket Club
- Actively demonstrate commitment to own continuous professional (CPD) and increase knowledge and adoption of 'best practice'.

Health and Safety

It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date shown, but in consultation with you, may be changed by your Line Manager and/or HR to reflect or anticipate changes in the job commensurate with the grade and job title.

To apply:

Please email your CV to sharronhunter@leicestershireccc.co.uk all applications must be accompanied with a cover letter.

Closing Date:

Midday on Monday 16th December 2024.

Leicestershire County Cricket Club reserves the right to bring forward the closing date dependent on the number of applicants.

Every vacancy advertised is based on a Job/Person Specification which describes the skills, experience, and aptitudes we are looking for. If you feel you meet our requirements, we encourage you to apply.

PERSONAL SPECIFICATION
County Safeguarding Officer

Attributes	Requirements:	Essential or desirable
A. Qualifications	Educated to GCSE Level or above, including a minimum of GCSE (or equivalent) grade C in Math's and English	Essential
	Evidence of commitment to continuing professional and personal development of self and others	Essential
B. Experience	Professional experience of safeguarding gained through relevant experience of casework e.g. Police, Social work, Education or Designated Safeguarding Lead including an understanding of current legislation, best practice and national frameworks	Essential
	Excellent presentation and training skills	Essential
	Highly motivated with a positive solution focused attitude and the ability to make decisions	Essential
	Enthusiasm and commitment to safeguarding	Essential
	Sound judgement on complex matters, knowing when to escalate concerns	Essential
	A person-centered approach with an understanding of the rights, needs and best interests of children, young people and adults	Essential
	Ability to challenge poor practice and effect change	Essential
	Experience of working to high levels of confidentiality including the storage of confidential documents	Essential
	Understanding and experience within Mental Health	Essential
	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	Essential
	Enthusiasm and commitment to safeguarding	Essential
	Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms	Essential
	Ability to work unsupervised on a variety of tasks	Essential
	Experience of multi-agency working	Desirable
	Experience of volunteering or working in cricket, other sports or a similar activity.	Desirable
	Experience and training within Mental Health to support staff, themselves and wider cricket community	Desirable
C. Knowledge	Ability to work effectively within a team environment, understanding roles and responsibilities.	Essential
	Willingness to participate in relevant training and development opportunities through webinars or meetings.	Essential

	Ability to build effective working relationships with colleagues and to perform and maintain appropriate professional relationships and boundaries with colleagues.	Essential
D. Personal Attributes	Access to a car and a full driving license	Essential
	Must be willing to travel and work evenings and weekends as the role requires.	Essential
E. Equal Opportunity	Must be able to recognise discrimination in its many forms and willing to put the LCCC Equality Policies into practice.	Essential
	Willing and able to deal with people professionally at all levels and from a variety of backgrounds.	Essential
F. Other Conditions	Leicestershire County Cricket Club is committed to safeguarding and protecting children, young people and adults at risk to enjoy the game of cricket, both recreational and/or professional formats of the game. All stages of recruitment will follow Safer Recruitment guidelines. References will be sought upon offer of employment and depending on job role, background checks may be required. Upon commencement of employment, all new starters are required to undertake ECB and Club safeguarding training (level dependent on role undertaken) and read and understand Safe Hands guidance and our Club safeguarding policies and procedures.	Essential
	Willingness to attend: 1.Cricket Regulators Safeguarding Team Conference 2.Regional Meetings	Essential

Role: County Safeguarding Officer

General: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Signed: _____ **Employee**

Signed: _____ **Line Manager**

Date: _____