



Job Description: Club Support and Safeguarding Administrator

At The Devon Cricket Foundation (DCF) we are committed to the safeguarding and welfare of all participants, staff, volunteers, spectators and followers including children, young people, and vulnerable adults. We expect all our staff and volunteers to share this commitment.

Position: Club Support and Safeguarding Administrator

Location: Exeter, Devon.

Hours: 37.5 hours per week

Contract: Fixed term 36-month, Full-Time

Salary: £24,066 + (Auto-enrolment pension, work mobile & laptop, clothing, healthcare plan and expenses)

Reporting to: County Safeguarding Manager and Chief Executive Officer

Key responsibilities

The successful candidate will be expected to provide excellent administration for the following:

1. **Club support** – supporting Devon clubs with their compliance relating to the annual DCF and England & Wales Cricket Board (ECB) affiliation, affirmation and governance compliance.
2. **Safeguarding** – providing proactive support to clubs to ensure they are safe and welcoming environments, working in partnership with them to improve safeguarding compliance levels and identifying and mitigate risks.

Club support

- Manage annual club affiliation and support their compliance with the terms and conditions, related to adoption of the ECB Anti-Discrimination Code, Safe Hands – Safeguarding Policy and the General Conduct Regulations.
- Support all clubs to complete the annual DCF affirmation requirements for officials
- Support clubs with the administrative requirements of ECB ClubMark
- Promote the ECB Club Insurance Schemes
- Liaise with adult and junior leagues
- Update and utilise the DCF Play-Cricket.com website

Safeguarding administration

- Working in conjunction with the County Safeguarding Manager (CSM) to provide guidance and support to Club Safeguarding Officers (CSO) on best-practice and proactive safeguarding
- Working in conjunction with the CSM to support compliance within safer recruitment practices throughout the county and cascade the safer recruitment messaging and practises to club level
- Support CSO's with their role compliance i.e. Safe Hands, Safeguarding for Specialist Roles (SSR) and DBS including verifier status
- Support clubs to ensure roles within regulated activity are ECB DBS & barred list checked, and requirements around overseas players/coaches are understood
- Share ideas to encourage an all-inclusive, safe and welcoming culture, and listening environment

- Attend meetings with the Cricket Regulator Safeguarding team, webinars, regional meetings and / or any other training and CPD opportunities as provided
- Provide regular updates to clubs via newsletters, webinars, club visits, CSO network & support meetings
- Proactively support clubs to reach compliance levels and monitor progress on the ECB Safe Hands Management System (SHMS)
- Maintain an accurate, secure and up-to-date central record of all CSO's to ensure compliance, mandatory training and DBS checks are monitored appropriately
- Maintain an accurate, secure and up-to-date central record of all Staff and Casual Workers, so safer recruitment compliance and mandatory training for staff and casual workers is monitored and checked appropriately
- Maintain an up-to-date list of Devon based DBS Verifiers with ECB DBS / Atlantic Data
- Monitor the safeguarding@devoncricket.co.uk email inbox and direct correspondence to the relevant member of staff in the Safeguarding team
- Book, administrate and evaluate safeguarding workshops

Person Specification

Essential skills

- Experience of working in a safeguarding role
- Excellent presentation and training skills
- Commitment to safeguarding and desire to work with cricket clubs
- 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
- Highly motivated with a positive solution focussed attitude and the ability to make decisions
- Sound judgement on complex matters, knowing when to escalate concerns
- 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

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 the wider cricket community

Mandatory training to be completed:

1. ECB Induction to Safeguarding
2. Safeguarding for Specialist Roles (SSR) + bolt on
3. Safer Recruitment within Cricket
4. Safeguarding Adults within Cricket
5. ECB Anti-discrimination training
6. Prevent Training

The Devon Cricket Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

The Devon Cricket Foundation is committed to equality and diversity and encourages applications from all sectors of the community.

This job description is not exhaustive and may be subject to change as the role evolves. The successful candidate may be required to undertake other duties as reasonably required by the Chief Executive Officer.