



County Safeguarding Manager

Role Pack





Introduction

Dear Applicant,

Thank you for your interest in joining Oxfordshire Cricket. I am delighted that you are considering working here. As a member of the workforce, you would play a pivotal role in supporting us to deliver our strategy and ambition to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

We are looking for a flexible, dynamic individual who is committed to promoting safeguarding across Oxfordshire. This is an excellent opportunity to help drive, lead and shape a forward-looking safeguarding function. This role will influence and lead safeguarding operations within the county. This role will lead the development of safeguarding policies and procedures across all programmes. The post holder will lead on management of incidents reported, the investigation of these incidents, and ensuring that any learnings are actioned. This role will also lead on the development of a proactive approach to safeguarding across the county, identifying trends and patterns of incidents reported, identifying training requirements, and designing and delivering training as well as learning from best practices in other sports. This is an exciting opportunity to drive and shape a dynamic safeguarding function across the whole of Oxfordshire.

I hope that you might see yourself joining us and helping to make a difference.

Nick Pinhol

Operations Director



About the Organisation

At Oxfordshire Cricket our mission is to develop and protect the future of cricket by making it a sport of choice in Oxfordshire.

Overview

We are responsible for growing the game through increasing participation at all levels in Oxfordshire. We manage a comprehensive programme of representative cricket for boys, girls, women and men. Our elite programme is a proven provider of talent to the first-class game. We work hand in hand with Sussex, our first-class partner in providing a progression pathway for our best young players.

Oxfordshire Cricket employs 7 full-time staff and 4 part-time staff with a larger casual workforce and an annual turnover of c. £800k. We have 86 affiliated clubs, 44 junior sections, 14 women's sections and 23 girls' sections.

Further information can be found on our website by [clicking here](#).

History

The Oxfordshire Cricket Board (OCB) was formed in 1996 as an amalgamation of the Oxfordshire County Cricket Club (OCCC) and the Oxfordshire County Cricket Association (OCCA). Oxfordshire were unique at this time in merging its County Club and Association into a single body, a move that is now being followed by other counties. In April 2011 the OCB was incorporated as a company limited by guarantee. This met one of the ECB's criteria for becoming a high-performing County Cricket Board. We are one of the 41 voting members of the national governing body.

County cricket in Oxfordshire can be traced back to 1779 when the county played a match against Berkshire. By 1787 a County Club existed, the first such organisation in the UK. Although in and out of existence during the 19th Century, Oxfordshire was one of the founder members of the Minor Counties Cricket Association (MCCA) when it started its competition in 1895. After folding in 1906, the County Club was resurrected in December 1921 and has played in the Minor Counties Championship since that date.

Oxfordshire has been National County Champions on 5 occasions, in 1929, 1974, 1982, 1989 and most recently in 2021. In 2014 they were finalists in the Unicorns Trophy knock-out competition. In 2022 Oxfordshire won the T20 competition for the first time, beating Cambridgeshire in the final.

Our 2023 Impact

- 9000+ Unique Participants
- 4400+ Adult Recreational Players
- 3400+ Junior Recreational Players
- Over 2100 National Programmes Players
- Street Projects in Cowley, Banbury and Blackbird Leys
- 350+ Pathway Fixtures
- 1300+ Pathway Coaching Hours

Job Description

Job Title:	County Safeguarding Manager		
Department/Group:	Central	Reporting to:	Operations Director
Location:	Flexible within Oxfordshire	Travel Required:	Yes
Level/Salary Range:	£12,000 (£30,000 FTE)	Position Type:	Part Time 2 days a week There is scope to increase the role to three days a week for the right candidate

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'

Our focus will be:

- To promote a safe, welcoming and inclusive environment to all
- To promote a listening culture across all areas of the game
- To inspire and motivate people to be involved in cricket, leaving a legacy and positive feeling towards the sport.

The aim of this role is to help drive, lead and shape a forward-looking safeguarding function. This role will lead the development of safeguarding policies and procedures across all programmes. They will report directly to the Operations Director

ROLE AND RESPONSIBILITIES

Proactive Responsibilities

- Manages proactive safeguarding across all areas of business within the county
- Establishes, builds and maintains 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.
- Provides guidance and support to Club Safeguarding Officers on best-practice proactive safeguarding
- Manages the process of reporting low-level concern's (LLC) using ECB systems
- Ensures County Partnership Agreement (CPA) minimum standards are complied with but strives for "leading organisation*" status within the 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
- Regularly update the ECB Reporting System Smartsheet, including as much detail as possible and attach documents to support the statements

- 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 every 3 years, or sooner as and when Board members change
- 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 across the county ahead of the season 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 throughout the county and cascades the safer recruitment messaging and practises to club level
- Supports clubs and the county 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 the County's Talent Pathway, including County Age Groups, and EPP, as well as the men's and women's senior set up (where applicable)
- 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 process for the county
- 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 for Specialist Roles (SSR) 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
- Undertakes County Event Safeguarding Officer (ESO) duties where applicable. Contributes to Event Safety Plans and act as ESO where required

**Leading Organisation status is a grading achieved through Smartsheet's and / or an audit process to show the county has gone above and beyond in their duty of care within the safeguarding space.*

Your CSA will work with the CSO to achieve this through the aspirational guidance working document at each CPA meeting, by doing this, the CSO can effect change within the culture of safeguarding in the business.

Reactive Responsibilities

- Manages reactive safeguarding across all areas of business and the county
- 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 county to manage supported by your CSA
- Liaises with the Cricket Regulator Managed Participants Officer and has a process in place for the managed participants in your county
- 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

ESSENTIAL SKILLS

- 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
- 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

- o Experience of working to high levels of confidentiality including the storage of confidential documents
- o Understanding and experience within Mental Health
- o Ability to challenge poor practice and effect change
- o 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
- o Understanding of local arrangements for managing safeguarding children and reporting procedures
- o Highly motivated with a positive solution focussed attitude and the ability to make decisions
- o Sound judgement on complex matters, knowing when to escalate concerns
- o Ability to influence and challenge people in positions of authority
- o Analytical skills to be able to identify and present key themes/trends emerging from case data
- o Access to a car and a full driving licence is essential

DESIRABLE SKILLS

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

MANDATORY TRAINING TO BE COMPLETED FOR THE ROLE

- o ECB Induction to Safeguarding
- o Safeguarding for Specialist Roles (SSR) + bolt on
- o Safer Recruitment within Cricket
- o Safeguarding Adults within Cricket
- o Safeguarding in the Talent Pathway
- o Prevent Training

Oxfordshire Cricket is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.

Additional Notes

- Willingness to work occasionally unsocial hours as required. Time in lieu will be offered.
- This role will require flexibility from the post holder in terms of hours of work. Oxfordshire Cricket is committed to the Wellbeing of its employees and will ensure that there is flexibility with taking time in lieu

- This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. **Other duties may be required to be undertaken from time to time as directed by Oxfordshire Cricket Board Ltd**

How to Apply

Please complete and submit the Safer Recruitment Application Form to Nick Pinhol at NPinhol@oxoncb.com by **5pm on 6th August 2024**.

Stage 1 Interviews are currently planned to take place on 27th of August 2024

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application, you will be required to submit a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

References

All offers of employment within Oxfordshire Cricket are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- satisfactory completion of the probationary period.

NOTES.

Potential candidates with queries not already addressed in this job pack might like to contact Nick Pinhol to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to NPinhol@oxoncb.com