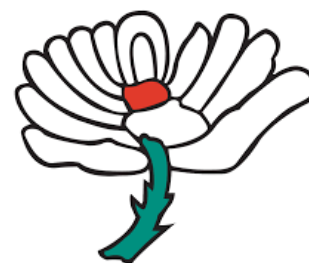


## JOB DESCRIPTION

Yorkshire Cricket Foundation



<b>Job Title:</b>	Safeguarding Manager
<b>Department</b>	YCF – Safe & Fair Cricket
<b>Reporting Line:</b>	Head of Safe and Fair Cricket
<b>Salary Band:</b>	3 Manager / Specialist
<b>Location</b>	Headingley Stadium, Leeds
<b>Employment Type</b>	Permanent - Full Time

### Department Overview

The Safe and Fair Cricket Department at the Yorkshire Cricket Foundation plays a central role in ensuring that cricket across the county is delivered in a safe, inclusive, and transparent way. The department leads on safeguarding, equity, diversity, and inclusion (EDI), and ensures accountability across all areas of the organisation's work. It is responsible for managing concerns and complaints related to safeguarding, discrimination, or misconduct, while also supporting education, training, and cultural change initiatives that promote a respectful and welcoming cricket environment. The department ensures that the Foundation's commitments to safeguarding and EDI best practices are embedded throughout its programmes and operations.

### Job Purpose

The Safeguarding Manager is responsible for the effective implementation of safeguarding policies and practices across all cricket activities delivered or supported by the Yorkshire Cricket Foundation. The role exists to protect the welfare of children and vulnerable adults, and to create a safe, supportive, and inclusive environment for everyone involved in cricket. The role is responsible for managing and investigating safeguarding concerns, ensuring appropriate action is taken, and embedding learning from incidents. It also takes a proactive approach to safeguarding by identifying trends, addressing training needs, delivering education programmes, and drawing on best practice from across sport. This is an exciting opportunity to shape and strengthen safeguarding across the entire Yorkshire cricket network.

### Key Responsibilities

Area	Responsibilities
Case Management	<ul style="list-style-type: none"><li>- Act as the Single Point of Contact (SPOC) for all safeguarding concerns raised to the Yorkshire Cricket Foundation and/or Cricket Regulator (relevant to the Yorkshire Cricket Foundation);</li><li>- Lead and manage all stages of safeguarding investigations/case management in accordance with legislation, policy, procedure and best practice;</li><li>- Liaise with external agencies as part of case management including Local Authority Designated Officers (LADO), Police, Children and Adult Social Services and the Cricket Regulator; and</li><li>- Identify trends and patterns emerging from case management to inform future training and education across cricket in Yorkshire.</li></ul>

Training and Education	<ul style="list-style-type: none"> <li>- Schedule and deliver mandatory safeguarding training across departments at the Yorkshire Cricket Foundation;</li> <li>- Work with the Development Coordinator to design, develop and deliver role specific safeguarding training to those working with vulnerable groups;</li> <li>- Design a suite of safeguarding masterclasses to support a better understanding across cricket in Yorkshire; and</li> <li>- Attend training and conferences to maintain up-to-date knowledge of safeguarding legislation and best practice.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>- Proactively analyse and identify gaps in knowledge, process, training and compliance;</li> <li>- Work with the Compliance Coordinator to maintain standards outlined in the County Partnership Agreement (CPA);</li> <li>- Ensure employee records are maintained with valid DBS and training records required for their role;</li> <li>- Work with the Head of Safe and Fair Cricket to maintain Charity Commission and education sector safeguarding compliance; and</li> <li>- Maintain compliance requirements for the Safeguarding Manager role.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>- Proactively engage with Heads of Department, employees, players, volunteers and contractors to ensure policies and procedures are understood and followed;</li> <li>- Develop a League Safeguarding Officer network to support the effective implementation of safeguarding practices across leagues in Yorkshire;</li> <li>- Work closely with the People &amp; Culture department to ensure Safer Recruitment practices are followed;</li> <li>- Liaise with the Cricket Regulator, other regulatory bodies and professional safeguarding networks to share best practice and inform future ways of working; and</li> <li>- Support recreational Club Safeguarding Officers (CSO) with case management, policy development and training through signposting and providing advice.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to safeguarding children and adults;</li> <li>- Contribute to the implementation of the Yorkshire Cricket Safeguarding Policy and associated guidance and procedures; and</li> <li>- Report any safeguarding concerns in accordance with the Yorkshire Cricket Safeguarding Report Management Procedure.</li> </ul>
Equality, Diversity and Inclusion	<ul style="list-style-type: none"> <li>- Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices;</li> <li>- Advocate the values of safety, dignity, fairness, equality and respect; and</li> <li>- Contribute to the implementation of the YCCC EDI Plan.</li> </ul>

Please note: This is not an exhaustive list and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of the company.

**Key Relationships / Stakeholders**

Head of Safe and Fair Cricket  
 Anti-Discrimination & Discipline Manager  
 Compliance Coordinator  
 Development Coordinator  
 People & Culture Team  
 Cricket Regulator's Safeguarding Team  
 ECB DBS Team  
 ECB e-Learning Team  
 Local Authority Designated Officers (LADOs)  
 Statutory Agencies

**Job Specification**

Essential Criteria	M/C
2+ years demonstrable experience of safeguarding gained through relevant undertaking and management of casework e.g., Police, probation work, social work, education, and other sporting bodies	<input checked="" type="checkbox"/>
Experience and understanding of local safeguarding pathways and frameworks for managing safeguarding concerns	<input checked="" type="checkbox"/>
An understanding of the relevant legislation and government guidance relating to safeguarding	<input checked="" type="checkbox"/>
Strong understanding of the different forms of behaviour that can occur within and outside of sport that are harmful to children	<input type="checkbox"/>
Experience of multi-agency working	<input type="checkbox"/>
Experience of working with a volunteer workforce	<input checked="" type="checkbox"/>
Experience in the delivery of training to different audiences	<input type="checkbox"/>
<b>Desirable Criteria</b>	
Understanding of ECB guidance relating to safeguarding including knowledge of ECB Safe Hands Policy	<input type="checkbox"/>
Safeguarding Level 3 Qualification e.g., Designated Safeguarding Lead (DSL) training	<input type="checkbox"/>
Experience and knowledge of safeguarding in the context of professional athletes and positions of trust	<input type="checkbox"/>
Experience and knowledge of safeguarding adults at risk	<input type="checkbox"/>
Experience and knowledge of safeguarding in an event environment	<input type="checkbox"/>

**Core Competencies**

Time management	<input type="checkbox"/>	Ability to influence and negotiate	<input type="checkbox"/>
Attention to detail	<input checked="" type="checkbox"/>	Analytical skills	<input type="checkbox"/>
Confidentiality and discretion	<input checked="" type="checkbox"/>	Leadership skills	<input checked="" type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	Creativity and innovation	<input type="checkbox"/>
Flexibility and adaptability	<input type="checkbox"/>	Accountability	<input checked="" type="checkbox"/>
Able to work autonomously	<input type="checkbox"/>	Written communication	<input checked="" type="checkbox"/>

**Essential Certificates and Checks**

Drivers License	<input type="checkbox"/>	Disclosure Barring Service Check	<input checked="" type="checkbox"/>
First Aid Qualification	<input type="checkbox"/>	ECB Coaching Qualification	<input type="checkbox"/>