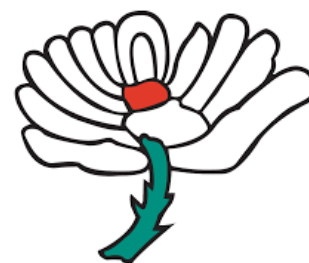


JOB DESCRIPTION

Yorkshire Cricket Foundation



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

Department Overview

The Safe and Fair Cricket Department at the Yorkshire Cricket Foundation (YCF) plays a central role in ensuring that cricket across the county is delivered in a safe and fair way. The department leads on safeguarding, anti-discrimination and discipline, ensuring 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 the human rights values - defined by the Equality and Human Rights Commission - are embedded throughout its programmes and operations: safety, fairness, respect, dignity and equity.

Job Purpose

The Anti-Discrimination and Discipline Manager is responsible for the effective implementation of anti-discrimination policies and disciplinary processes across all cricket activities delivered or supported by the Yorkshire Cricket Foundation. The role exists to promote fairness, respect, and inclusion, and to ensure that all participants experience a cricket environment free from discrimination, harassment, and misconduct. This role leads on the management and investigation of complaints relating to discriminatory behaviour or breaches of conduct, ensuring appropriate outcomes and embedding learning from incidents. It also takes a proactive approach by identifying patterns or trends, supporting education and training initiatives, and applying best practice from across the sport sector. This is a key opportunity to drive positive cultural change and strengthen accountability across the entire Yorkshire cricket network.

Key Responsibilities

Area	Responsibilities
Case Management	<ul style="list-style-type: none"> - Act as the Single Point of Contact (SPOC) for all discrimination and misconduct matters raised to the Yorkshire Cricket Foundation and/or the Cricket Regulator (relevant to the Yorkshire Cricket Foundation); - Lead and manage all stages of discrimination investigations/case management in accordance with legislation, policy, procedure and best practice; - Liaise with external agencies as part of case management including the Police and Cricket Regulator; and - Identify trends and patterns emerging from case management to inform future training and education across cricket in Yorkshire.
Training and Education	<ul style="list-style-type: none"> - Schedule and deliver mandatory Equity, Diversity and Inclusion (EDI) and behaviour training across departments at the Yorkshire Cricket Foundation; - Work with the Development Coordinator to design, develop and deliver role specific EDI and behaviour training to those working with vulnerable groups; - Design a suite of EDI and behaviour masterclasses to support a better understanding across cricket in Yorkshire; and - Attend training and conferences to maintain up-to-date knowledge of legislation and EDI best practice.
Compliance	<ul style="list-style-type: none"> - Proactively analyse and identify gaps in knowledge, process, training and compliance; - Work with the Compliance Coordinator to maintain standards outlined in the County Partnership Agreement (CPA); - Ensure employee records are maintained with EDI and behaviour training records required for their role; - Reporting all instances of alleged discrimination, including the outcomes of any investigation and disciplinary processes undertaken, with the Cricket Regulator; and - Maintain compliance requirements for the Anti-Discrimination & Discipline Manager role.
Stakeholder Engagement	<ul style="list-style-type: none"> - Proactively engage with Heads of Department, employees, players, volunteers and contractors to ensure policies and procedures are understood and followed; - Develop both a League EDI Officer and League Discipline Officer network to support the effective implementation of fair and inclusive practices across leagues in Yorkshire; - Be an active member of Yorkshire Cricket's EDI working group; - Liaise with the Cricket Regulator, other regulatory bodies and professional networks to share best practice and inform future ways of working; and - Support recreational Clubs with case management, policy development and training through signposting and providing advice.
Safeguarding	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to safeguarding children and adults; - Contribute to the implementation of the Yorkshire Cricket Safeguarding Policy and associated guidance and procedures; and - Report any safeguarding concerns in accordance with the Yorkshire Cricket Safeguarding Report Management Procedure.

Equality, Diversity and Inclusion	<ul style="list-style-type: none"> - Demonstrate, at all times, a commitment to equality, diversity and inclusion behaviours, decision-making and working practices; - Advocate the values of safety, dignity, fairness, equality and respect; and - Contribute to the implementation of the YCCC EDI Plan.
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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

Safeguarding Manager

Compliance Coordinator

Development Coordinator

People & Culture Team

Cricket Regulator's Anti-Discrimination Unit and Discipline Team

ECB e-Learning Team

League EDI Officers and League Discipline Officers

Job Specification

Essential Criteria	M/C
Knowledge of anti-discrimination legislation and regulations and how they apply in a sporting context e.g., Equality Act 2010	<input type="checkbox"/>
Understanding of disciplinary frameworks and investigative procedures, including handling complaints and conducting fair, impartial investigations.	<input checked="" type="checkbox"/>
Demonstrable knowledge of the Recreational Club and League network across Yorkshire, General Conduct Regulations (GCR) and Spirit of Cricket	<input checked="" type="checkbox"/>
Strong understanding of equality, diversity, and inclusion (EDI) principles, particularly within sport or community-based settings.	<input checked="" type="checkbox"/>
Understanding of safeguarding frameworks within cricket and how discrimination and misconduct can lead to safeguarding concerns	<input type="checkbox"/>
Experience of working with a volunteer workforce	<input type="checkbox"/>
Experience in the delivery of training to different audiences	<input type="checkbox"/>
Desirable Criteria	
Proven experience in managing or supporting cases involving discrimination, misconduct, or breaches of code of conduct	<input type="checkbox"/>
Experience in developing and delivering training or awareness programmes related to EDI, anti-discrimination, or conduct	<input type="checkbox"/>
Experience handling sensitive, confidential, or contentious matters with professionalism and discretion	<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"/>