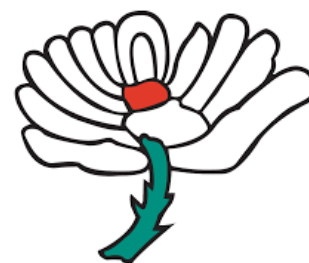


## JOB DESCRIPTION

Yorkshire Cricket Foundation



<b>Job Title:</b>	Compliance Coordinator
<b>Department</b>	YCF – Safe & Fair Cricket
<b>Reporting Line:</b>	Head of Safe and Fair Cricket
<b>Salary Band:</b>	1 Administrator
<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 (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 Compliance Coordinator plays a key role in supporting the delivery of a safe and fair cricketing environment across Yorkshire. Working closely with employees and all community stakeholders, the postholder will coordinate key compliance requirements including safer recruitment checks (including relevant DBS checks), training records, policy reviews, reporting and audit processes. The role ensures the YCF and wider cricket network in Yorkshire is aligned with both the ECB and Charity Commission expectations, legislation, and best practice.

### Key Responsibilities

Area	Responsibilities
Compliance	<ul style="list-style-type: none"><li>- Initiate, verify and track ECB Enhanced DBS checks for employees;</li><li>- Ensure employee records are maintained with a valid DBS, training records and letter of assurance (where applicable);</li><li>- Maintain compliance standards outlined in the County Partnership Agreement (CPA);</li><li>- Manage and maintain the departmental policy catalogue and ensure version control;</li><li>- Working with the Safeguarding Manager, maintain the YCF risk assessment catalogue to ensure records are up to date and lessons learned effectively tracked;</li></ul>

	<ul style="list-style-type: none"> <li>- Support the club and league network with safeguarding compliance, including DBS checks, training records and policy documentation;</li> <li>- Assist the Head of Safe and Fair Cricket with preparing for audits, reviews, and reporting to internal and external stakeholders, including the Cricket Regulator;</li> <li>- Assist the Head of Safe and Fair Cricket to develop and refine systems and processes that enhance compliance efficiency and transparency; and</li> <li>- Contribute to a positive, proactive compliance culture across all cricketing activity in Yorkshire.</li> </ul>
Quality Assurance	<ul style="list-style-type: none"> <li>- Design and develop a quality assurance framework for audits across YCF and community activity;</li> <li>- Develop and deliver an audit schedule for YCF activity; and</li> <li>- Work with Club and Community Development Managers to identify clubs at risk of non-compliance and supporting them to improve.</li> </ul>
Stakeholder Engagement	<ul style="list-style-type: none"> <li>- Proactively engage with programme leads to ensure compliance across YCF activity;</li> <li>- Support the League Officer networks with ensuring league compliance;</li> <li>- Work closely with the People &amp; Culture department to ensure Safer Recruitment practices are followed; and</li> <li>- Liaise with the Cricket Regulator, other regulatory bodies and professional safeguarding networks to share best practice and inform future ways of working.</li> </ul>
Operations	<ul style="list-style-type: none"> <li>- Support the Safe and Fair Cricket department with administrative tasks; and</li> <li>- Support the Head of Safe and Fair Cricket with the delivery of training, briefings and communications related to the Safe and Fair Cricket department delivery.</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**

All YCF Employees  
 Head of Safe and Fair Cricket  
 Anti-Discrimination & Discipline Manager  
 Safeguarding Manager  
 Development Coordinator  
 People & Culture Team  
 Cricket Regulator's Education and Support Team  
 ECB DBS Team  
 ECB e-Learning Team

**Job Specification**

Essential Criteria	M/C
2+ years demonstrable experience in an administrative, compliance, safeguarding or governance-related role	<input checked="" type="checkbox"/>
Excellent organisational skills with strong attention to detail and accuracy	<input checked="" type="checkbox"/>
Strong interpersonal and communication skills, both written and verbal	<input type="checkbox"/>
Ability to handle sensitive information confidentially and professionally	<input checked="" type="checkbox"/>
Proficient in Microsoft Office (Word, Excel, Outlook) and data management systems	<input type="checkbox"/>
Ability to prioritise tasks and work to deadlines under minimal supervision	<input type="checkbox"/>
<b>Desirable Criteria</b>	
Understanding of safeguarding and EDI practices, particularly in a sports or youth setting	<input type="checkbox"/>
Knowledge of ECB compliance and safeguarding frameworks (e.g. SHMS, DBS, Safe Hands)	<input type="checkbox"/>
Experience working with volunteer-led organisations or clubs	<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 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 checked="" 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"/>