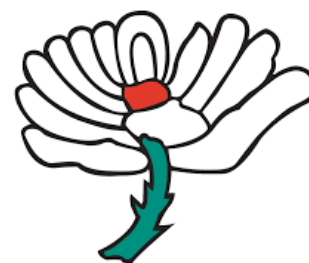


## JOB DESCRIPTION

Yorkshire Cricket Foundation



<b>Job Title:</b>	Development Coordinator
<b>Department</b>	Safe & Fair Cricket
<b>Reporting Line:</b>	Head of Safe & Fair Cricket
<b>Location</b>	Headingley Stadium, Leeds
<b>Employment Type</b>	Permanent

### 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 and misconduct, 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 Development Coordinator is central to promoting and maintaining a safe and fair cricketing environment across Yorkshire. In this role, the postholder will work closely with YCF employees, community partners and stakeholders to coordinate training and educational initiatives, support the development and review of policies, and foster a network that champions safeguarding and fairness throughout the game. The role ensures that YCF and the wider cricket community in Yorkshire remain aligned with ECB guidance, Charity Commission requirements, relevant legislation and sector best practice.

### Key Responsibilities

Area	Responsibilities
Policy, Guidance and Procedure	<ul style="list-style-type: none"><li>- Assist in the development, review and updating of Safe &amp; Fair Cricket policies, guidance and processes to ensure they reflect current best practice, legislation and England and Wales Cricket Board (ECB) standards;</li><li>- Offer clear advice, resources and training to employees, volunteers and partners to ensure understanding and correct implementation of relevant policies and procedures;</li><li>- Act as a point of contact for policy-related queries within the YCF, supporting employees, volunteers and partners in understanding and implementing Safe &amp; Fair Cricket procedures appropriately;</li></ul>

	<ul style="list-style-type: none"> <li>- Support the integration of Safe &amp; Fair Cricket principles into all YCF activities, ensuring that operational delivery, communications and partner engagement reflect the YCF's commitment to a safe, fair and inclusive cricket environment;</li> <li>- Identify opportunities to enhance Safe &amp; Fair Cricket procedures and contribute to developing new resources or tools that improve consistency, accountability and quality assurance; and</li> <li>- Work with the Head of Safe &amp; Fair Cricket, and the Compliance Coordinator, to maintain accurate records of policy implementation, training attendance, and compliance matters, supporting internal audits, monitoring and reporting to the Safe &amp; Fair Cricket team and senior management.</li> </ul>
<p>Training and Education</p>	<ul style="list-style-type: none"> <li>- Contribute to the delivery and coordination of policy-related training sessions and briefings for employees, volunteers and delivery partners to strengthen understanding and compliance across the YCF;</li> <li>- Support the Safe and Fair Cricket Team with the planning, organisation and delivery of Safe &amp; Fair Cricket training and education programmes across Yorkshire, ensuring alignment with YCF and ECB standards;</li> <li>- Assist the Safeguarding Manager and Anti-Discrimination &amp; Discipline Manager with delivering workshops, briefings and induction sessions to help participants understand Safe &amp; Fair Cricket policies, codes of conduct and reporting procedures;</li> <li>- Contribute to the development and maintenance of a skilled and informed workforce by coordinating access to relevant qualifications, refresher courses and continuous professional development (CPD) opportunities;</li> <li>- Maintain up-to-date training resources, guidance materials and learning tools, ensuring all content reflects current policy and best practice;</li> <li>- Work with the Head of Safe &amp; Fair Cricket, and the Compliance Coordinator, to manage training records, attendance logs and evaluation feedback to monitor engagement and impact, supporting reporting to the Safe &amp; Fair Cricket Team and YCF management; and</li> <li>- Identify emerging training needs or gaps and contribute to the design and enhancement of new learning opportunities that strengthen the culture of safety, fairness and inclusion across Yorkshire cricket.</li> </ul>
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> <li>- Develop and maintain strong, collaborative relationships with internal and external stakeholders, including YCF employees, Yorkshire County Cricket Club departments, clubs, schools, community groups, local authorities and ECB partners;</li> <li>- Act as a key point of contact for Safe &amp; Fair Cricket initiatives, ensuring partners understand and adhere to YCF policies, procedures and safeguarding standards;</li> <li>- Promote effective two-way communication with stakeholders to share updates, best practice and guidance related to Safe &amp; Fair Cricket, supporting the delivery of high-quality, safe and inclusive programmes;</li> <li>- Support YCF's outreach to local communities, ensuring engagement strategies are inclusive, accessible and responsive to the needs of diverse participants;</li> <li>- Gather feedback from stakeholders, including employees, volunteers, participants and community partners, to inform programme improvement, policy development and strategic planning within the Safe &amp; Fair Cricket framework;</li> <li>- Work with the Head of Safe &amp; Fair Cricket, and the Compliance Coordinator, to maintain accurate records of stakeholder interactions, partnerships and</li> </ul>

	engagement activities, contributing to internal reporting, evaluations and continuous improvement processes.
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  
Safeguarding Manager  
Compliance Coordinator  
People & Culture Team  
Heads of Department  
Cricket Regulator's Safeguarding Team  
ECB DBS Team  
ECB e-Learning Team  
Local Authorities and partners

### Job Specification

Essential Criteria	M/C
Demonstrable expertise in instructional design and development of training materials.	<input checked="" type="checkbox"/>
Demonstrable experience of drafting, implementing or supporting policies, procedures and guidance.	<input checked="" type="checkbox"/>
Experience coordinating or delivering training and education sessions.	<input checked="" type="checkbox"/>
Experience engaging with multiple stakeholders, including community organisations and volunteers.	<input checked="" type="checkbox"/>
<b>Desirable Criteria</b>	
Educated to A-level or equivalent; degree in sports development, community development, education or a related field preferred.	
Experience of working in sport, education or community development.	
Experience of developing online training materials and packages.	
Experience of developing and maintaining training cycles.	
Knowledge of safeguarding, discrimination, misconduct and EDI best practice.	
Understanding of recreational cricket networks and cricket governance.	

### Core Competencies

Time management	<input checked="" 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 type="checkbox"/>	Leadership skills	<input type="checkbox"/>
Interpersonal and communication skills	<input checked="" type="checkbox"/>	Initiative and proactive	<input checked="" type="checkbox"/>
Teamwork	<input checked="" type="checkbox"/>	Creativity and innovation	<input checked="" 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"/>
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