**ISLE OF WIGHT CRICKET BOARD**

**Job Description and Person Specification**

*IWCB is committed to safeguarding and protecting the children, young people and adults that we work with. As such, all posts are subject to a safe recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.*

*The national network of Safeguarding Officers plays a key role in embedding a culture of safeguarding across the game, to ensure high quality safeguarding arrangements across the network. The IWCB has a strong commitment to the use of employment procedures and practices which do not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.*

**Role: County Safeguarding Officer**

**Responsible to:** Cricket Development Manager

**Hours:** To work a 15-hour week - flexible working with office or home-based options, to include and event/training attendance

**Salary:** £15 an hour

**Benefits:** 5 weeks holiday + bank holidays pro rata, uniform provided, pension contributions plus expenses / mileage

**Required skills/qualifications/person specification:**

* Be subject to an ECB advanced disclosure barring service check
* Experience in a role that requires safeguarding knowledge and practice

**Role and responsibilities**

* Responsibility for setting the standard on safeguarding and embedding a culture of good practice throughout the Island’s clubs
* Drive and support the implementation of the ECB’s ‘Safe Hands’ policy across the IOW network
* Manage and maintain a secure Google Drive safeguarding file directory
* Build relationships with key IWCB staff and board members to ensure the county meets its safeguarding responsibilities
* To support board members, staff, stakeholders and volunteers to understand safeguarding responsibilities and create positive, child-centred environments
* Build supportive relationships with Club Safeguarding Officers
* To be the first point of contact for clubs for any safeguarding concerns and referrals, and act as a link between the County and Cricket Regulator Safeguarding Team
* Create and effectively signpost a clear referral pathway for sharing, reporting and recording concerns, in line with ECB policy and guidance
* Provide training, best practice and learning outcomes for Club Safeguarding Officers
* Support the Board in swiftly and thoroughly managing safeguarding investigations, working alongside statutory agencies – with demonstrable outcomes – whilst the Cricket Regulator Safeguarding team retains oversight of any investigation
* Ensure compliance with safer recruitment practices across the cricket network.
* Work with staff and club volunteers to ensure Safe Hands Management System (SHMS) safeguarding compliance
* To be the point of contact for discrimination reports and work with the Cricket Regulator on any investigations.
* Attend the Cricket Regulator annual Safeguarding Conference (includes 2 days max travel within England) and other relevant training opportunities
* To be accountable to the ECB and meet locally with the Cricket Regulator quarterly to support the County Partnership Agreement (CPA)

**Required skills and experience**

* Enthusiasm and commitment to safeguarding – both compliance and culture
* Professional experience of safeguarding gained through relevant undertaking and management of casework, for example through police, social work or education sectors
* Experience and understanding of current relevant legislation, best practice and national framework for safeguarding and promoting the welfare of children and adults
* Understanding of the ECB’s role in safeguarding the welfare of all involved in the game, including ECB safeguarding children policy documents as part of `Safe Hands`
* Understanding of local arrangements for managing safeguarding children and reporting procedures
* Experience of working to high levels of confidentiality including the storage of confidential documents
* Ability to challenge poor practice and effect change
* Presentation and training skills

**Other desired skills/qualifications/person specification**

* Driving licence and transportation
* Competent using Microsoft Office and IT systems

Please complete the IWCB application form and return to [alex@isleofwightcricket.co.uk](mailto:alex@isleofwightcricket.co.uk) to apply for the role