ESSEX

APPOINTMENT OF COUNTY SAFEGUARDING SUPPORT OFFICER



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SUMMARY

About the club

Essex Cricket was founded in 1876 in Chelmsford. It has three arms: club, community and foundation. The Men's side plays in Division 1 and has had major successes and claimed multiple trophies. In 2024, the ECB announced a top-tier for Women's cricket which Essex joined and competed in the inaugural season in 2025.

Essex Cricket is a club with great traditions, strong values, a proud legacy and a passionate fanbase - but with modern ambitions. As a club, our overriding objective is to become the number one Cricket region by giving every person the opportunity to "Fly like an Eagle" enabling long-term successes and sustainable growth across the East of England.

At Essex, it's all about punching above our weight, making a big impact and pushing the boundaries.

What the Safeguarding team do

The Safeguarding team are cruical to all levels of cricket across Essex and East London. They ensure that cricket is a safe, inclusive, and a positive environment for all, whether you're a player, official, committee member or someone else within the sport in the county. In addition to this, they also work with individuals and clubs to help others gain their Safeguarding qualifications through running Safehands courses.

Overview of the role

Essex Cricket is seeking an organised, approachable and discreet Safeguarding Support Officer to support the delivery of safeguarding across cricket in the county. Working closely with the County Safeguarding Manager and colleagues across the professional and recreational game, you will help ensure that safeguarding records, processes and communications are accurate, timely and handled with care. This is an excellent opportunity for someone with strong administrative skills who wants to make a practical contribution to making cricket safe, inclusive and welcoming for all.



PURPOSE, VISION, MISSION, STRATEGY & VALUES

Across both the Club and Community at Essex Cricket, we all share the same aims, mission objectives and values. Our strategic plan, named the Game Wide Plan, is our four year plan for sustainable growth and long-term successes across the East of England. You can view it **here**.

Purpose
Use the diverse passion for cricket for the benefit of all individuals and communities in the region, through on-field success, off-field growth and home-grown inspiration.



Vision
Our purpose drives us towards our vision to "Be the Number **ONE** Cricket Region".

Mission
To provide individuals with the opportunity to 'Fly Like an Eagle'.

Strategy

ECB Strategic Objectives

Connect Communities through Play	Transform women's and girls' cricket	Make cricket diverse, inclusive and accessible	Inspire through winning England teams	Thriving and sustainable men's and women's professional game	Win the battle for attention

Connect and grow the region	Transform the region	Inspire the region	Celebrate the region

Essex Strategic Objectives

Values
Stay Above The Line | Respect, Attitude, Effort.



MAIN DUTIES & RESPONSIBILITIES

- Provide efficient and confidential administrative support to the County Safeguarding Manager across all areas of business within the county including the Talent Pathway, CCB, FCC and Foundation where appropriate.
- Establishes, builds and maintains supportive and positive relationships with the network of Club Safeguarding Officers, leagues, county staff, volunteers and stakeholders.
- Monitor the safeguarding inbox, triage routine enquiries and promptly escalate concerns to the appropriate safeguarding lead.
- Coordinate safeguarding training, briefings and meetings for staff, clubs and leagues.
- Ensures County Partnership Agreement (CPA) standards for safeguarding are complied with
- Assist with audits, compliance and the preparation of management information and reports.
- Contribute to the continuous improvement of safeguarding systems and administrative processes across the county game.
- Provides guidance and support to Club Safeguarding Officers on administration and safeguarding training tasks.
- Supports clubs and the county in ensuring roles within regulated activity are ECB DBS & barred list checked, and requirements around overseas players/coaches are understood.
- Monitors a Training Matrix so training for staff can be monitored and checked appropriately.
- Completes, or has oversight of, the Risk Assessment process for the county.
- Support Club Safeguarding Officers with their induction and role compliance requirements i.e. Safe Hands, Safeguarding training and DBS including verifier status.
- Provide support for updates and training via newsletters, webinars, club visits, CSO cluster network & support meetings.
- Shares ideas to encourage an all-inclusive, safe and welcoming culture, and listening environment.
- Manages and responds to day-to-day queries from clubs, leagues, pathway, staff, other counties etc.



PERSON SPECIFICATION

Essential Skills and Experience

- Experience in Safeguarding, and in sport is an advantage
- Excellent presentation and training skills
- Enthusiasm and commitment to safeguarding
- Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
- Experience of building relationships with key stakeholders
- Excellent interpersonal and relationship management skills
- A person-centred approach with an understanding of the rights, needs and best interests of children, young people and adults
- Experience of working to high levels of confidentiality including the storage of confidential documents
- Ability to challenge poor practice and effect change
- Understanding of local arrangements for managing safeguarding children and reporting procedures
- Highly motivated with a positive solution focussed attitude and the ability to make decisions
- Sound judgement on complex matters, knowing when to escalate concerns
- Ability to influence and challenge people in positions of authority
- Analytical skills to be able to identify and present key themes/trends emerging from case data
- Access to a car and a full driving licence is essential
- Willing to work unsociable hours and weekends where necessary

Desirable Skills and Experience

- Experience of multi-agency working
- Experience or understanding of club and community cricket
- Professional experience of working within safeguarding including an understanding of current legislation, best practice and national frameworks
- Understanding the Cricket Regulator on behalf of the ECB's role and responsibilities to safeguard the welfare of children, young people and adults, including policies relating to safeguarding children or adults in cricket
- Experience within Mental Health

NOTE:
This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with it. Duties, responsibilities, and activities may change at any time with or without notice, in line with the needs of the Club.



OTHER INFORMATION

What this role can give you

Alongside working in a nationally recognised high-performing county cricket club, this role has many benefits including:

- A welcoming, diverse and inclusive workplace with equality of opportunity for all
- Initial 20 days annual leave increasing to 25 days after 2 years plus bank holidays, recognised religious days and additional days for the Christmas break
- Employer pension contributions of 8% of base salary
- Opportunities for personal and professional development and growth
- Employee Wellbeing initiatives
- Free onsite car parking
- Club Branded Clothing
- Complimentary tickets for home matches





Commitment

This contract is a part time role. The successful applicant will be required to work 2-3 days per week. This may include weekends and/or bank holidays if required.

Location

The role's 'normal place of work will be The Ambassador Cruise Line Ground, Chelmsford, with the option of Flexible Hybrid Home Working. You may also be required to travel around East London and Essex.

Remuneration

This position's remuneration will be competitive dependant on experience. Reasonable expenses will be covered.



HOW TO APPLY

How to Apply
To apply for the County Safeguarding Support Officer role, please complete this **form**.

For an informal conversation about the opportunity please contact **Kate Morphew** (County Safeguarding Manager) at **kate.morphew@essexcricket.org.uk**.



Safeguarding Statement
Essex Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer 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.

Equality Statement
We are an equal opportunity employer. We celebrate diversity and are committed to building an inclusive environment for all employees. Essex Cricket will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of age, gender, gender reassignment, marital or civil partner status, disability, race, colour, ethnic or national origin, religion/belief or sexual orientation.

Rehabilitation of Offenders Act 1974
Many posts within ECCC are exempt from the above act, as the nature of the jobs fall within the type of work excluded from the Act by the 1975 and 2001 Exceptions Amendments. This means that before an offer of employment is confirmed, you must declare when asked, all offences, convictions, cautions, bindovers or any court cases you may have pending. Convictions will not necessarily be a bar to employment with ECCC. If this post involves working with or has access to children and/or adults at risk, we will require an enhanced check from the Disclosure and Barring Service (DBS) for the successful candidate. If the post applied for does not require working with or having access to children and/or adults at risk, we will not take this into consideration unless it is necessary.







CONTACT DETAILS

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SOCIAL CHANNELS

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Essex Cricket

FOR MORE INFORMATION ABOUT ESSEX CRICKET

www.essexcricket.org.uk

