

## Job Description

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**Job Title: Safeguarding Manager**

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**Name of Jobholder:**

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**Reports to (title): Cricket Development Manager**

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**Department: Foundation**

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**Date: April 2022**

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### Main Purpose of the Job

To provide effective safeguarding leadership and management across Lancashire Cricket with a clear sense of direction and purpose that assists at all levels to deliver our safeguarding strategy, policies, procedures, priorities, and aims. The key purpose throughout is to promote and protect the welfare of children and vulnerable adults at risk and ensure Lancashire Cricket follows best practice at all times.

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### Specific Tasks and Responsibilities

#### Management and Delivery:

- Lead on the delivery and further development of the Lancashire Cricket safeguarding strategy and procedures establishing a holistic approach
  - Ensure compliance with statutory obligations under relevant legislation, rules, regulations, standards and guidance as laid down by the local authorities, the governing body, and contractual obligations with third parties under which all Lancashire Cricket entities are bound (i.e. LAs, ECB, Chance to Shine, Lord's Taverners's etc.)
  - Proactively identify and mitigate safeguarding risks to individuals, staff, and across Lancashire Cricket
  - Lead on the further development, implementation and regular review of Lancashire Cricket's safeguarding policies and procedures and ensure that they meet statutory and governing body requirements and are aligned with best practice.
  - Support, advise and provide expertise to the Lancashire Cricket Exec / Senior Management and provide leadership in embedding and maintaining a culture whereby safeguarding is recognised as shared responsibility across all areas of work
  - Work closely with and report on a regular (weekly) basis to the Lancashire Cricket Exec / Senior Management
  - Work with colleagues, ECB, and other key partners to inform children and adults at risk about their rights and empower them to report concerns. Ensure contact details are readily available through club communications
  - Develop and maintain relationships with statutory and governing bodies (such as the Police, Children's Services, Local Safeguarding Children Board, Local Authority Designated Officer, Safeguarding Vulnerable Adults Teams, NSPCC, charity and partner safeguarding leads and the ECB)
  - Work with colleagues, governing bodies, and other key partners to ensure that there is a collaborative and cohesive approach to proactive prevention and awareness raising measures, and where appropriate, interventions and responding to issues
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- To provide regular performance, participation and impact reports for the Exec / Senior Management Team and Lancashire Cricket / Foundation Boards as requested.
- To provide participation, performance and financial reports, as required, to grant funders to ensure that the Lancashire Cricket Foundation meets its funding obligations.
- To support the Head of Community Growth / Fundraising Manager with identified grant funding applications and other innovative fundraising activities.

#### **Administrative/Policies & Procedures**

- Monitor and identify all programmes and activities within Lancashire Cricket with a view to ensuring the Club's safeguarding procedures and processes are implemented and remain best practice
- Work closely with the Exec / Senior Management Team and Safeguarding Working Group to develop and implement safer recruitment and induction practices across Lancashire Cricket
- Be the first point of contact for staff, parents, children, adults at risk and, if appropriate, external agencies in regard to information or referral of safeguarding matters within the Lancashire Cricket and maintain safeguarding referrals, concerns and incidents efficiently and effectively in line with statutory and governing body requirements. Ensure accurate records are kept
- Request, log, and chase (ECB) DBS checks for both new starters and renewals. Keep accurate records on staff DBS
- Have overall responsibility for the management of Lancashire Cricket safeguarding cases. Where cases are referred onto the ECB, be the principal point of contact and the conduit for communication to senior management where appropriate
- Review the ECB 'Safe Hands' policy and apply to club procedures where appropriate

#### **Staff support/Matchday support/ Training & CPD**

- Lead on the development and delivery of Lancashire Cricket's staff safeguarding development plan ensuring that all stakeholders receive regular education commensurate with the level of responsibility and engagement with children and/or adults at risk
- Proactively promote and raise safeguarding awareness and safer working practices across Lancashire Cricket
- Give support, direction, and guidance to staff in respect of all safeguarding incidents, concerns, or allegations
- Provide leadership and direction to the Safeguarding Working Group and designated departmental leads, giving regular reports and updates and facilitating regular Safeguarding Working Group meetings
- Ensuring that Designated Departmental lead and Safeguarding Working Group members are sufficiently trained, supported and guided in leading safeguarding within their organisations, departments, areas of responsibility
- Develop and implement safeguarding education specific to individual roles and responsibilities to ensure that staff develop and maintain the necessary skills and knowledge to safeguard children and adults at risk
- Attend regular safeguarding training and keep abreast of current safeguarding issues, legislation, statutory guidance, and best practice
- Refer staff to undertake ECB 'safe hands' courses as is appropriate for their roles/responsibilities
- Be designated safeguarding lead on Matchdays for event control to address safeguarding issues and concerns (matchdays will include all International Cricket staged at Lancashire, T20 Finals Day, and T20 matches)

#### **Communications:**

- To assist the Senior Management Team, as a key member, in the development and review of Lancashire Cricket Foundation strategies and plans.
- Contribute to the production of the LCF Annual Review and newsletters, including writing copy related to the work areas / plans
- Ensure the website and communications information related to the projects are up to date
- Collate case studies, photographs and information from projects/events as required by the funders and for use in promotional material
- Promote activities via social media (Facebook, Instagram and Twitter)

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**Supporting the work of Lancashire Cricket:**

- Assist in the delivery of high-profile events.
  - Maintain relevant office/electronic filing systems.
  - Promote equal opportunities in the workplace and delivering services, which are accessible, and appropriate to the diverse needs of service users.
  - Assist to embed a culture of excellence and continuous improvement.
  - Effectively promote all Lancashire Cricket projects and programmes.
  - Identify opportunities for Lancashire Cricket.
  - Carry out other duties which the Senior Management Team may need to allocate from time to time to ensure the effective and efficient running of the organisation.
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**Professional Standards:**

- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Work flexible hours to include some evenings, weekends, and residential as required.
- Follow GDPR Data Protection principles and policies and keep data secure and encrypted as advised.
- Provide quantitative and qualitative progress reports and any other statistical information as required.
- Engage in a managed continuous personal development plan, based on a learner centred approach and the needs of the role.
- Operate safely within the workplace with regard to Health and Safety policies, procedures and safe working practices of Lancashire Cricket.
- Adhere to the Lancashire Cricket Policies and Procedures on confidentiality and the management and sharing of information.
- Wear and maintain issued uniform or clothing as directed and maintain conduct in accordance with the high profile of the Lancashire Cricket and other partners.
- Maintain a flexible approach and to undertake such other duties as may be required from time to time and which are commensurate with the salary and grading of the post.

*\*This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.*

**Note:**

- **The Lancashire Cricket Foundation is a charitable organisation and as such all staff will be required to support the various annual fundraising activities and initiatives as requested by the Senior Management Team.**

**Confidentiality:**

Any information relating to people contacted by the LCF acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

**Disclosure:**

Because of the nature of the work of the LCF, we take Child Welfare very seriously. The following information is required for legal reasons. If you have any questions or concerns about this, please feel free to contact a member of the Senior Management team.

The successful candidate for this post will be asked to apply for a Disclosure prior to taking up their appointment. It is decided that this shall be at the ENHANCED level. By completing an application for this post, you agree to this procedure.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are not entitled, therefore, to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Partnership. Any information given will be completely confidential. The ECB is registered with the Disclosure & Barring Service for the purposes of obtaining Disclosures and is committed to the Disclosure Code of Practice. Further information can be obtained from: [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk).

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### Knowledge / Experience / Skills Needed

#### Experience, Skills and Competencies

- Suitable relevant subject/industry experience
  - Relevant and up to date safeguarding training/qualifications commensurate to requirements of the role
  - Previous safeguarding career experience preferably in sport or with a comparable organisation and role
  - Experience of providing safeguarding leadership and to hold teams accountable for delivering performance objectives that support organisational priorities
  - Safeguarding case management experience and sound understanding of the roles and responsibilities of statutory authorities
  - Experience in implementing safeguarding practices in diverse environments
  - Charity sector knowledge and experience desirable
  - Experience of working with children and vulnerable adults desirable
  - Post holder will be subject to a DBS check at the appropriate level required for the role
  - Evidence of person-centred approaches and an understanding of the rights, needs and best interests of children and adults at risk
  - Up to date knowledge of safeguarding best practice, research, and legislation
  - Knowledge of CPSU's standards of Child Protection of Children in Sport
  - Understanding of how to work safely with children, young people and/or vulnerable adults and uphold generally accepted practice when working with those participants.
  - Excellent interpersonal and relationship management skills
  - Excellent planning and organisational skills to effectively manage and deliver a diverse workload
  - Accuracy and attention to detail
  - Self-motivated and ability to adapt to a changing environment
  - Highly motivated with a positive solution focused attitude
  - High integrity/personal responsibility with the ability to manage sensitive and confidential matterS
  - High standard of computer literacy (Excel, Word, Power Point, Outlook and the Internet)
  - Excellent written skills with the ability to produce concise and informative copy
  - Excellent communication and presentation skills
  - Meticulous attention to detail
  - Ability to plan and prioritise own workload with minimum supervision
  - Ability to demonstrate initiative and work well under pressure
  - Ability to understand, generate and manage budgets
  - Ability to plan ahead and work within agreed timeframes
  - Ability and willingness to travel for work with access to own vehicle
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**Work Related Circumstances**

- A flexible working policy is in operation and required
- An expectation that work will be required out of normal office hours from time to time
- This is a casual car user post – applicants should have a full current driving licence and access to transport, or if disabled, be otherwise able to fulfil the mobility duties of the post

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**Assignment and planning of work:**

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**Agreed and signed by**

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**Jobholder**

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**Manager**

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**Date**

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**Date to be reviewed:**

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