



Job Description

Job Title: Safeguarding Lead

Reporting to: CEO and Board

Location: Glamorgan County Cricket Club, Sophia Gardens, CARDIFF, CF11 9XR

Contract term: 3 days per week

Salary: Competitive

Background:

Glamorgan County Cricket Club is one of the 18 major county cricket clubs which make up the England and Wales Cricket Board and is the only Welsh professional county in the UK. Sophia Gardens host International cricket, the Hundred and domestic cricket alongside a very busy and diverse non-cricket events calendar

Our vision is to 'Make Wales Proud' of everything that we do, both on and off the field of play, as we look to grow and develop cricket in Wales during an exciting time for the game

We are passionate about our people and strive to make our working environment a welcoming and inclusive one, fuelling ambition with opportunities and support to help our people achieve their personal and professional goals.

Our values of Team, Respect and Hwyl run through everything we do at the Club and define our behaviours and culture

Purpose of the Role:

An exciting opportunity has arisen for a proactive, and highly organised Safeguarding Lead to provide a safe, inclusive and welcoming environment at Glamorgan County Cricket Club

Key Duties and Responsibilities

- Manages proactive safeguarding across all areas of business within Glamorgan County Cricket Club.
- Establishes, builds and maintains a supportive relationship with staff, volunteers and stakeholders acting as their first point of contact in safeguarding matters.

- Provides specialist and expert safeguarding guidance and support to volunteers, staff, spectators, Board and Executive.
- Taking ownership of safeguarding standards mandated by the Cricket Regulator/ECB across the club in accordance with the County Partnership Agreement (CPA). To strive towards not just 'meeting' minimum standards, but to exceed them as a leading organisation in sport safeguarding.
- To work closely with the Cricket Regulator County Safeguarding Advisor. Attending support meetings locally or nationally where necessary. Submitting detailed evidence and documentation to demonstrate CPA compliance to the online portal.
- To work closely with the GCCC Board Safeguarding Lead (BSL) ahead of Board meetings to promote discussion and safeguarding check and challenge. To attend GCCC Board meetings as instructed by the CEO/Chair (circa 1-2 times per annum). Delivering specialist safeguarding training to the Board every 3 years or sooner as necessary.
- To complete specialist training and continuous professional development as expected/mandated by the Cricket Regulator or the executive of GCCC.
- Working alongside the GCCC Human Resources Officer, to take responsibility for and ensures safer recruitment practices throughout GCCC.
- Takes responsibility for and ensures compliance with Regulated Activity expectations, managing compliance for all such roles across GCCC.
- To deliver safeguarding training as required across GCCC.
- Alongside the GCCC Human Resources Officer, to take responsibility for and ensuring staff safeguarding compliance with Cricket Regulator Training Matrix.
- To complete, or have oversight of, the safeguarding risk assessment process for the county.
- Attend locations as necessary for the effective completion of the role.
- Providing a proactive safeguarding environment, encouraging a safe, welcoming and listening environment.
- Willing to work unsociable hours and weekends where necessary.
- To provide specialist 'Event Safeguarding', i.e., operational safeguarding support alongside the match/event safety and stewarding team
- Manages reactive safeguarding across all areas of the business.
- To report all safeguarding concerns internally, or externally as appropriate – to include Social Care, Cricket Regulator 'Threshold' concerns, alongside Low Level Concerns using relevant reporting systems. Understands and works to the Cricket Regulator threshold and LLC guidance.
- Identify where Safeguarding concerns may also be potential breaches of the Cricket Regulator Anti-Discrimination Code, and ensure these are referred into and managed through the appropriate process.
- Completes safeguarding referral forms in a timely and effective manner with appropriate detail to ensure a prompt and factual process going forward.

- Ensures there is safeguarding visibility across GCCC, with clear awareness of the referral pathway for sharing, reporting and recording concerns, in line with GCCC and ECB policy and guidance.
- Attends Part 5 Social Services (WSP), Local Authority Designated Officer (LADO) or other statutory agency meetings as and when required.
- Manage any below statutory or Cricket Regulator threshold safeguarding concerns.
- Liaises with the Cricket Regulator Managed Participants Officer, having a clear process in place for managed participants within GCCC.
- Ensures continuous personal development, including webinars, regional meetings and / or any other training and CPD opportunities as provided by the Cricket Regulator or others as authorised by line manager.

Other responsibilities:

We expect our people to demonstrate and promote our values at all times to ensure Glamorgan County Cricket Club's brand is always held in the highest regard both internally and in public. It is expected that you will:

- Be proactive in promoting inclusiveness across the club and reporting any discrimination that you witness.
- Be committed to safeguarding and promoting the welfare of children, young people and adults at risk.
- Promote a positive environment that is welcoming, friendly and supportive.
- Foster a culture of togetherness and commit to contributing to a strong team ethic.
- Be passionate about delivering excellent customer service to everyone that comes through our doors.

Requirements

It is expected that the successful candidate will possess the following:

Experience and Skills:

- **Essential skills**
- Professional experience of safeguarding gained through relevant experience of casework e.g. Police, Social work, Education or Designated Safeguarding Lead including an understanding of current legislation, best practice and national frameworks.

- Detailed understanding of safeguarding legislation, to include Wales Safeguarding Procedures, Social Services and Wellbeing (Wales) Act, Children Act 1989/2004, associated DBS/Regulated Activity legislation and procedures, Mental Capacity Act 2005 and the Sexual Offences Act 2003.
- Understanding of local arrangements for managing safeguarding children and reporting procedures, including experience of multi-agency working.
- Excellent presentation and training skills.
- Enthusiasm and commitment to safeguarding.
- Excellent IT skills including Excel, Word, PowerPoint, Outlook, Teams, WhatsApp and other IT platforms.
- 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.
- Understanding and experience within Mental Health and wellbeing.
- Ability to challenge poor practice and effect change.
- Understanding the Cricket Regulator's role and responsibilities to safeguard the welfare of children, young people and adults, including policies relating to safeguarding children or adults in cricket.
- Sound judgement on complex matters, knowing when to escalate concerns.
- Ability to influence and where necessary, to appropriately 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.

Desirable skills

- Experience of volunteering or working in elite sport, or experience of working within cricket.
- Experience and training within Mental Health to support staff, themselves and wider cricket community

Personal Attributes:

- **Proactive & Solution-Oriented:** Anticipates needs and takes initiative to address challenges before they arise.
- **Strong communication and interpersonal skills:** The ability to influence and build strong relationships at all levels
- **Adaptable & Resilient:** Thrives in a high-pressure environment and maintains composure in the face of shifting priorities.

- **Team-Oriented:** Works collaboratively with other departments and team members to achieve the club's goals.
- **Flexibility:** The nature of our work and the size of our team here at Glamorgan County Cricket Club requires everyone to be flexible, motivated and an excellent team player. This role will include working some occasional evenings and weekends during the busy Cricket season. All positions at the club are based on site but limited flexibility can be provided given the nature of the business.

Glamorgan County Cricket Club recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

Glamorgan County Cricket Club are committed to providing a safe and inclusive environment for everyone. Applications for all roles at GCCC will be subject to safer recruitment principles. All applicants must:

- complete a self-declaration form
- demonstrate a right to work in the UK
- dependent upon role may be required to obtain Enhanced DBS vetting

Appointment is subject to references and qualification checks, and satisfactory completion of vetting process.

All appointees will be subject to a probationary period.