

Safeguarding & Workforce Manager

JOB DESCRIPTION

Job Title:	Safeguarding & Workforce Manager
Contract:	Full Time
Salary:	£32,000-£36,000 dependent on experience
Benefits:	Life Cover, Company Pension, Enhanced parental leave, Enhanced sick pay, bonus scheme & on-site Head Office parking, flexible working arrangements
Hours per week:	35 hours per week
Responsible to:	Executive Director
Location:	Based at New Road, Worcester, with travel across Worcestershire and Dudley as required. Hybrid working is available, with up to two days per week working remotely.

Job Context:

Worcestershire Cricket Foundation (WCF) exists to lead, support and influence the growth, quality and accessibility of recreational and community cricket across the county.

We strive to connect communities and improve lives by inspiring people to discover and share a passion for cricket, as well as shifting the perceptions of our game and becoming pioneers of inclusion.

Mission

Using cricket to provide opportunities for every individual across all our communities.

Vision

Empowering a county that is active, inclusive and supported through cricket for all.

Values

- **We are inclusive** – Ensuring cricket is accessible and enjoyable for everyone, across our diverse communities.
- **We are collaborative** – Working with local communities, clubs, schools and partners to amplify our impact.
- **We are investing** – Devoting resources to nurture our people and grow our programmes.
- **We have heart** – Infusing ambition, positivity and passion into everything we do.

Summary of Job Purpose:

Worcestershire Cricket Foundation is seeking a proactive and people-focused Safeguarding & Workforce Manager to lead the development and delivery of safeguarding and workforce strategies across the county.

The role will focus on ensuring the highest standards of safeguarding, welfare, and inclusion are embedded throughout the game, while supporting the recruitment, development, and retention of a skilled and diverse workforce of volunteers across recreational cricket.

This is a key strategic position which will be part of senior leadership, responsible for building strong relationships with cricket clubs, schools, community organisations, statutory partners, and volunteers across Worcestershire and Dudley. The successful candidate will play a vital role in creating safe, welcoming environments where individuals of all ages and backgrounds can enjoy cricket. They will also be instrumental in strengthening and supporting the volunteer and workforce network that enables the Foundation to deliver its vision of creating opportunities for all through cricket and meaningful community engagement.

Role Description & Person Specification

Safeguarding

- Lead on developing and embedding the Foundation's approach to safeguarding children, young people, and adults at risk whilst embedding best practice within all areas of the organisation.
- Support clubs, leagues, and associations with safeguarding compliance, governance, and training requirements, including policy reviews, safer recruitment practices, adoption of ECB regulations, and the maintenance of safe and inclusive environments.
- To be responsible for the monitoring and evaluation of all Foundation Policies, Procedures, and Practices.
- To report safeguarding concerns to the Cricket Regulator Safeguarding Team in line with the Safeguarding Procedures, including use of the ECB case management system solution.
- To support any safeguarding concerns being managed within the organisation, ensuring concerns are investigated swiftly and thoroughly in conjunction with the Cricket Regulator and statutory agencies – and with demonstrable outcomes.
- Be the first point of contact for staff, parents, children, adults at risk and, if appropriate, external agencies.
- Develop and maintain positive working relationships with clubs, leagues, volunteers and key stakeholders to promote a proactive safeguarding culture.
- To monitor all mandatory qualifications for staff and workforce hired or used by Worcestershire Cricket Foundation and inform the individuals and their line manager when they need to update their training or compliance documentation.
- To ensure there is a clear referral pathway for sharing, reporting, and recording concerns, in line with ECB policy and guidance; and Foundation staff know how to access them.
- Monitoring all programmes and activities within Worcestershire Cricket Foundation from a safeguarding perspective to ensure best practice.
- Proactively identify and mitigate safeguarding risks to individuals and staff, while maintaining oversight of and providing sign-off for all WCF risk assessments.

Equality, Diversity and Inclusion

- Manage and deliver Worcestershire Cricket Foundation's EDI strategy and annual action plan in partnership with Foundation staff.
- Provide tailored workforce and club development support through one-to-one, small group, and county-wide engagement, helping clubs create safe, inclusive, and welcoming environments while strengthening volunteer recruitment, retention, and development.
- Develop and promote initiatives, campaigns, and standards that encourage clubs, leagues, and associations to embed safeguarding, equality, diversity, and inclusion within their culture and governance.

- Work collaboratively with Foundation and ECB colleagues to create opportunities for volunteers, young people, women and girls, and disabled participants to engage in decision-making, share their experiences, and help shape the future development of cricket across Worcestershire.
- Manage discrimination complaints and issues in partnership with the Cricket Regulator.
- Work within the local Cricket network to encourage reporting of discrimination concerns, seeking to support the game's vision to be 'The most inclusive team sport' by encouraging positive club cultures and encouraging use of relevant education products.

Workforce

- Be the point of contact for workforce/volunteering in the specific area of participation growth, clubs, and workforce development.
- Work with colleagues to create a youth voice forum that is representative of the young people involved in the Foundation's programmes and local cricket clubs.
- Design and deliver club-based workshops and development opportunities that increase understanding of safeguarding responsibilities, inclusive practices, and workforce development.
- Develop and strengthen workforce networks that support collaboration, learning, and the sharing of best practice across clubs, leagues, and community organisations.
- To provide and /or facilitate annual Safeguarding & EDI training for Trustees and Foundation staff.
- Meet local cricket clubs to make sure they comply with minimum standards and have all relevant volunteers up to date on the Safe Hands management system.
- Organise the delivery of the Foundation's coach education, first aid and officials training courses.
- Complete training to become an ECB Safe Hands tutor, within 12 months of appointment, to deliver the ECB's Safe Hands Workshop across the county ahead of the season each year.
- To support recreational cricket club staff and volunteers, to understand and adhere to their safeguarding responsibilities at club level.
- Support the Clubs & Leagues team with ECB accreditations schemes, such as Clubmark.
- Support with the organising and running of the Cricket Collective awards and the Women's & Girls awards as part of recognising the volunteer network.
- Collaborate with the Clubs & Leagues team to deliver effective workforce support initiatives at club support group meetings.

Reporting & Relationships

- Prepare and present Safeguarding and EDI reports to the Board Lead for Safeguarding and EDI at all Board meetings.
- Produce a monthly report for Safeguarding, EDI and Workforce for Foundation staff.
- Meet quarterly with the Cricket Regulator Safeguarding team and EDI team
- Update the County Partnership Agreement monthly
- Attend any Cricket Regulator meetings or training.
- Develop and maintain relationships with statutory and governing bodies.

The Job Description summarises the major roles and responsibilities of the appointment. It is not intended to exclude the job holder from being asked to undertake any other activities as required from time to time by the Executive Director, nor future changes to the job holder's responsibilities. The precise duties and responsibilities of any job may be expected to change over time. Job holders will be consulted over any proposed changes to this job description before implementation.

PERSON SPECIFICATION

Knowledge & Skills:

- A person-centred approach with an understanding of the rights, needs and best interests of children, young people and adults.
- Excellent presentation and training skills.
- Enthusiasm and commitment to safeguarding, EDI and workforce development.
- Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
- Excellent interpersonal and relationship management skills across a diverse range of people.
- Ability to challenge poor practice and affect change.
- Understanding of local arrangements for managing safeguarding children and reporting procedures.

Experience:**Essential**

- 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.
- Experience of working to high levels of confidentiality including the storage of confidential documents.
- Experience of building relationships with key stakeholders.
- Ability to manage a workforce, including coaches, managers, and volunteers.

Desirable

- Experience of multi-agency working.
- Experience of volunteering or working in cricket, other sports or a similar activity.
- Experience and training within Mental Health to support staff, themselves and the wider cricket community.
- Experience delivering training programmes.
- Experience of managing a volunteer programme.
- Experience of mentoring, supporting, and encouraging volunteers.

Personal Attributes

- Enthusiastic, proactive and self-motivated.
- Ability to work collaboratively.
- Strong attention to detail.
- Excellent interpersonal and decision-making skills.
- Commitment to equality, diversity and inclusion.
- Strong leadership and management capability

Qualifications:

The Job Holder will ideally have or work towards:

- Eligibility to work in the UK.
- A full clean current driving licence, and access to own transport.
- An up-to-date ECB DBS check.

Working Arrangements:

We are committed to finding the right person for this role and are open to conversations around flexible working arrangements. This may include adjusted working patterns, hybrid working and term-time arrangements, provided organisational objectives can be achieved.

Benefits:

- 25 days per annum plus statutory Bank Holidays
- Company Pension Scheme
- Branded WCF Kit
- Two volunteer days
- Enhanced Parental leave
- Enhanced Sick pay
- Free Car Parking
- Two Staff Social evenings
- Access to WeCare app
- Pluxee Reward App
- Life Cover
- Company Bonus Scheme

Safeguarding:

Worcestershire Cricket Foundation is committed to safeguarding and protecting the children, young people and adults 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 of Opportunity:

Worcestershire Cricket Foundation 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.

All applicants will have equality of opportunity during our selection processes.

How to apply:

If you require further information about this post, please contact Executive Director, Harry Kitchen, 07850 603939 or harry.kitchen@worcestershirecricketfoundation.co.uk.

If you would like to be considered for this vacancy, please complete the below application form:

<https://forms.cloud.microsoft/e/CaC3nHDTyV>

- **Application deadline:** 12:00 noon, Wednesday 9th September
- **Interview dates:** Monday 28th September and/or Wednesday 30th September 2026
- **Shortlisted candidates notified by:** 5:00pm, Friday 11th September 2026
- **Please Note:** Due to the urgency of filling this vacancy, suitable candidates will be interviewed before the interview date, as and when they apply and the role will be closed as soon as a suitable candidate has been sourced.