



## **Safeguarding Co-ordinator**

Part time – 15 hours per week

Cricket Scotland is seeking a **Safeguarding Co-ordinator** to help drive change and growth, as we embark on a new 4-year strategy.

Within Cricket Scotland we have a simple vision – to inspire the country to choose cricket. And we are looking for new colleagues to help us achieve this.

We welcome applications from people of all backgrounds and communities. We particularly encourage applications from disabled people, women, and those from ethnically and culturally diverse communities – all of whom are currently under- represented within Cricket Scotland.

### **Purpose of the Role**

This is a part time role as the Safeguarding Co-ordinator for Cricket Scotland. As part of the Development Team, you will provide support to clubs and Development Team staff, as well as several other Cricket Scotland departments.

This role will principally involve processing Protection of Vulnerable Groups (PVG) scheme membership applications, organising the various safeguarding training courses and being a first point of contact for club Child Wellbeing & Protection Officers (CWPO) and staff. There will be an administrative component in updating all Safeguarding Policy and Procedure documents and Information on our website, as requested by the Cricket Scotland Child Wellbeing & Protection Officer and the Head of Development.

Within this role, the post holder will:

- Act as the point of contact for any general enquiries regarding safeguarding, including the PVG process.
- Process all PVG applications for club volunteers and Cricket Scotland staff.
- Identify ways to improve the PVG process.
- Arrange meetings of the Safeguarding Committee and circulate meeting minutes.
- Organise, advertise, and communicate the various safeguarding training courses delivered by Cricket Scotland.
- Update policy and process documents, as requested.
- Update the safeguarding section on the CS website, as requested.
- Produce safeguarding newsletters and updates for club CWPOs and staff.
- Assist with the annual sportscotland/Children 1<sup>st</sup> Health Check submission.
- Assist with collation of data.
- Attend meetings on behalf of Cricket Scotland where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

## **Skills, knowledge, and experience**

The ideal candidate will be enthusiastic, motivated and have a positive attitude.

They will have the ability to work both individually and as part of a team. In addition, they should have strong communication and presentation skills and the ability to work with various individuals ranging from the local volunteers to the CEO. They will also have the ability to treat sensitive information with discretion and work with attention to detail.

To be considered for this role you should demonstrate:

- Previous experience working within an administrative role, with experience of using membership systems or databases,
- Strong written and verbal communication and interpersonal skills, with the ability to build rapport with internal and external stakeholders.
- Excellent organisational skills and attention to detail, with the ability to prioritise tasks, meet deadlines and work on own initiative to provide high quality support to our clubs and staff at all levels and throughout the country.
- A good understanding of and commitment to Equality Diversity & Inclusion.
- IT literate including Microsoft Office programmes.
- Ability to work as part of a team and independently.
- Enthusiastic and highly motivated with the ability to motivate others.
- Flexible approach to adapt to the needs of the role.

## **Hours of Work**

This is a part-time role, working an average of **15 hours per week**. Due to the nature of the business, there may be a requirement to be flexible in relation to working hours, which may include working in evenings on occasion.

## **Place of Work**

This role is based at the **National Cricket Academy, MES Sports Centre, Ravelston, Edinburgh**, though there will be the flexibility to occasionally work from home.

Please note successful candidates must have the right to work in the UK or have a Visa that allows them to undertake this form of employment in the UK.

## **Salary**

This role offers a salary range of £23,400 - £ 24,570 (pro rata).

## **Diversity and Inclusion**

We are committed to creating an inclusive environment where everyone feels valued, respected, and empowered to contribute their unique perspectives and experiences. We encourage individuals from all backgrounds to apply.

## **Application Process**

To apply for this post, click [HERE](#) and head to our recruitment portal.

You will thereafter provide your contact details and upload a copy of your CV, along with a covering letter, on to our portal.

We would also encourage all applications to complete our diversity monitoring form which can be found [HERE](#).

Closing date for the post is **Friday 31 May 2024** with interviews planned to take place from **Tuesday 4 June 2024**.

For more information about this role and person specification please contact Nic Wilson, Head of Development – [nicolawilson@cricketscotland.com](mailto:nicolawilson@cricketscotland.com)