



Bucks Cricket CIO - Conduct and Culture Officer

Candidate Brief





Bucks Cricket: Conduct and Culture Officer

CONTRACT TYPE Casual/Consultancy (as required – c. 1-2 days per week in the summer season, 0.5-1 days per week during winter programmes)

RATE £165 per day

REPORTS TO Chief Executive - Rich Hudson

LOCATION Buckinghamshire (hybrid – meetings may take place across the county)

JOB PURPOSE

This role is central to ensuring that cricket across Buckinghamshire remains welcoming, respectful, and enjoyable for everyone, while maintaining confidence that any issues of conduct are addressed fairly, consistently, and transparently.

The postholder will champion the organisation's values of respect, inclusivity, and enjoyment, helping to create a positive cricket environment for players, volunteers, officials, and Clubs across the county.

ABOUT BUCKS CRICKET CIO

Bucks Cricket is a Charitable Incorporated Organisation and one of 20 *National County* Cricket Boards. We aim to increase access to cricket, develop talent and promote cricket and Cricket Clubs in Buckinghamshire.

- Clubs - 98 affiliated Clubs, 54 Junior sections, 2,400 participants in ECB National Programmes
- County, Regional and MCCF Pathway U10-U18 (590 Boys & Girls)
- Men's, Women's and Disability County representative teams
- Inclusion Hubs – 9 Street Cricket, 4 Disability hubs, 5 Women's 'Get Into Cricket' programmes
- Primary and Secondary Schools Coaching and Competitions

Our values:

- Every cricket participant matters
- Enjoyment and fostering a love of the game
- A collaborative culture to make cricket a game for everyone



ROLE AND RESPONSIBILITIES

Conduct and Compliance

- Manage and administer the Bucks Cricket Codes of Conduct for Employees, Representative Players, Pathway Players and Junior Clubs Competitions
- Lead fair and impartial processes when incidents, complaints, or disputes arise from anti-discrimination, discipline and conduct where Bucks Cricket has jurisdiction – liaising with the independent Leagues where relevant
- Log and assess reports of disciplinary or behavioural concerns, liaising with the Cricket Regulator where relevant
- Coordinate hearings, investigations, and decision-making panels where required. Ensure all cases follow appropriate procedures, maintaining transparency and confidentiality
- Provide recommendations for sanctions or resolutions in line with governing regulations, including the ECB's General Conduct Regulations

Culture and Values

- Promote a positive cricket culture focused on enjoyment, respect, and inclusivity
- Lead the Listening to Children/Youth Boards programme
- Support clubs to provide safe, welcoming, and inclusive environments across clubs and leagues and encourage proactive approaches to behaviour and culture

PERSON SPECIFICATION

Essential

- Experience facilitating dispute resolution processes
- Ability to manage sensitive situations fairly, impartially, and confidentially.
- Strong communication and interpersonal skills.
- Excellent organisational and documentation skills.
- Commitment to equity, diversity, inclusion, and positive sporting culture.
- Ability to work independently and exercise sound judgement.

Desirable

- Experience working within sport governance, cricket administration, or volunteer-led organisations.
- Understanding of safeguarding, codes of conduct, and disciplinary frameworks in sport.

Personal Attributes

- Integrity and impartiality
- Calm and balanced decision-making
- Strong listening and mediation skills
- Passion for creating safe, inclusive, and enjoyable cricket environments



Role Terms and Working Arrangements

- £165 per day
- 45p per mile travel expenses
- Mobile phone expenses
- buckscricket.co.uk email and SharePoint access (Laptop provided if required)

Work will be undertaken on a flexible, as-required basis. It is anticipated that this will be 1-2 days per week in the summer season from mid-April to mid-September, and on an ad hoc basis outside the season.

The postholder will be required to attend Bucks Cricket Staff Team Working mornings on a weekly or fortnightly basis (depending on circumstances) in Aylesbury or Milton Keynes.

The Conduct and Culture Officer will report to the Bucks Cricket CEO. The postholder will work closely with the Head of Participation, Head of Performance, County Pathway Manager and Club Development Officer.

HOW TO APPLY

Please submit the following to helen.valvona@buckscricket.co.uk by 5pm on Monday 6th April

1. APPLICATION FORM – downloaded from buckscricket.co.uk
2. COVER LETTER (describing what you would bring to the role)
3. CV

Interviews are planned to take place in the weeks commencing 13th and 20th April in Aylesbury or Milton Keynes.

Any offer to a successful candidate will be conditional upon the following:

- Verification of identity and relevant qualifications
- Disclosure and Barring Service (DBS) check
- Verification of the right to work in the UK
- Receipt of two satisfactory references including current/most recent employer