



County Safeguarding Officer

**Bucks Cricket CIO
Candidate Brief**





Bucks Cricket CIO

Job Title: County Safeguarding Officer

Rate: £165 per day

Contract Type: Part-time, flexible hours to reflect seasonal demand

Anticipated commitment: approximately 1–2 days per week during summer and 0.5–1 day per week during winter.

Location: Buckinghamshire / Hybrid – meetings may take place across the county.

Role 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.

Key Responsibilities

- Case Management and reporting processes: for Bucks Cricket programmes and Clubs cases reaching threshold
- Club Safeguarding Officers: Training (Safe Hands), Advice service and Network
- Bucks Cricket Staff compliance checks
- Listening to Children Panels/Processes
- Deliver Workshops, e.g. ECB Talent Pathway coaches
- Cricket Regulator liaison and training
- Support key/relevant events to ensure safeguarding processes are in place

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 mile travel expenses
- Mobile phone expense
- 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 is 1-2 days per week in the summer season from mid-April to mid-September, and on an ad hoc basis out of the season.

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

The County Safeguarding Officer will report to the Bucks Cricket Head of Participation, Emma Boswell-Harris. The postholder will work closely with the Conduct and Culture Officer, Talent Pathway Manager and Club Development team.

Application Process

Please submit the following to kimberley.keegan@buckscricket.uk by end of day on Sunday 15th November.

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 week commencing 23rd November 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