



**CRICKET
IRELAND**



Safeguarding Officer - Parttime
Candidate Brief

BACKGROUND

Cricket Ireland is the governing body for the game at both performance and participation levels throughout All-Ireland, representing the interests of both the men's and women's game. The future of Irish cricket is incredibly bright given the growth of the sport driven by significant success on the international stage in the last decade leading to unprecedented visibility for Irish cricket at home and abroad.

Our emergence as a sport of national significance will only grow following the recent elevation of Cricket Ireland to ICC Full Membership and Test Status and a major revamp of international cricket structures that will see Ireland playing all three formats of the game at the highest level for the foreseeable future.

POST TITLE

Safeguarding Officer – Permanent Part-time (20hrs per week)

ROLE AND PURPOSE OF THE POSITION

The Cricket Ireland Safeguarding Officer will be responsible for the co-ordination, management and on-going development of Cricket Ireland's Child Protection and Safeguarding policies and procedures. To work with key partners to ensure that cricket is an inclusive safe sport for all.

REPORTING TO:

Participation Director

WORKING RELATIONSHIPS

- 🌐 Chief Executive
- 🌐 Senior Management Team
- 🌐 Provincial Union General Managers and Chairmen
- 🌐 Cricket Committee
- 🌐 All Affiliated clubs
- 🌐 Coach Development Manager
- 🌐 Game Development regional staff
- 🌐 Sport Northern Ireland
- 🌐 Sport Ireland

ESSENTIAL CRITERIA

- 🌐 Experience with working with young people and children
- 🌐 Familiarity with Code of Ethics and Good Practice for Children's sport.
- 🌐 Experience with policy development and implementation
- 🌐 Experience with delivery of safeguarding training and workshops
- 🌐 Have a clear awareness of roles and responsibilities of statutory agencies in both jurisdictions
- 🌐 Skilled communicator with proven and demonstrable experience of working with a wide range of stakeholders

KEY QUALITIES

- A high level of self-awareness and an aptitude for conflict resolution and dealing with sensitive issues
- Have an understanding and commitment to equal opportunities and sports equity issues.
- An ability to provide strategic leadership and to demonstrate excellent interpersonal skills
- Strong organisational skills incorporating excellent attention to detail
- A good knowledge of the cricket landscape in Ireland, together with a broad interest in sport would be a distinct advantage
- The facility to work flexible hours, as dictated by a sport which is largely leisure/volunteer based would be an advantage
- Demonstrable working knowledge of modern Microsoft IT and software packages including Office, Word, Excel and PowerPoint
- The ability to work well under pressure and to deadline
- Full Clean Driving License

KEY RESPONSIBILITIES

- Ensure all Cricket Ireland child related policy is structured to operate in line with Legislation across both jurisdictions (ROI and NI)
- Act as Liaison Person for the National Vetting Bureau process in the Republic of Ireland and as the Lead Signatory for the Access NI process in Northern Ireland
- Assist in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary (case management systems)
- Review Cricket Ireland's Safeguarding procedures on a regular basis
- Attend appropriate training as required in order to act as a resource to Provincial Unions and stakeholders in relation to children's needs
- To act as the first point of contact for all Safeguarding enquiries for Provincial Unions
- Communicate with Provincial Unions to ensure the communication and implementation of the Cricket Ireland Safeguarding procedures and the promotion of related education programmes, materials, events and related documents is in place within clubs.
- Develop a network of volunteer safeguarding tutors, provide training and support where appropriate.
- Continually seek examples of leading good practice in welfare and protection to feed into programmes
- Any other tasks relevant to the role

Candidates should note that this list is not an exhaustive list and is subject to change as the job requires.

REMUNERATION AND ROLE LOCATION

- The package will include a salary and benefits commensurate with qualifications and experience
- Position tenure: Permanent Part-time (20 hrs per week)
- Position location: CI head office, Clonshaugh, Dublin.
- Annual leave: 25 days pro rata

PROCESS

- The closing date for applications will be **Mid-day, January 30th, 2018**
- Letters of application and full CVs should be sent by email to recruitment@cricketireland.ie and will be confidential
- Interviews will be held on **Friday 9th February**
- Role due to commence in **March 2018**