



Sussex County Cricket Club Welfare Officer (Voluntary Role)

An exciting and high-profile opportunity has arisen to work with one of the country's most successful cricket clubs. Sussex County Cricket Club is recruiting a voluntary position for a Club Welfare Officer.

The purpose of the role is to promote good practice and implement safeguarding policies and procedures across all areas of Sussex County Cricket Club, with a particular focus on cricketing activities.

The successful candidate will be self-motivated with a tireless commitment to safeguarding best practice. The ability to communicate effectively at all levels (both verbal and written) is a pre-requisite for this role.

For further information regarding the role, please visit our website at www.sussexcricket.co.uk.

To apply, please send a covering letter outlining how you meet the requirements of this role along with your CV to Kay Gunn, Head of HR & Client Services at kay.gunn@sussexcricket.co.uk.

Closing date for applications: **10am on 3 March 2014**



Sussex County Cricket Club Job Description

Sussex County Cricket Club Welfare Officer (Voluntary Role)

Role Purpose: To promote best practice and implement safeguarding policies and procedures across all areas of Sussex County Cricket Club, with a particular focus on cricketing activities.

Approximate time commitment: To be discussed with the Club

Useful skills

- Experience of safeguarding and child protection either at work or other volunteering e.g. teacher, social worker, police officer, charity organiser, etc.
- Excellent communication skills, including the ability to advocate the benefits of safeguarding
- Good administration skills and be able to collate and deal with paperwork and information received in a confidential manner
- Empathy with children and vulnerable adults

Support / Training Received

The England and Wales Cricket Board requires Club Welfare Officers to attend the following training to support and equip them for the role:

- A 'Safeguarding and Protecting Children' (SPC) Workshop every three years
- A 'Time to Listen' (TtL) workshop every 3 years – this is cricket specific

Further details of these courses can be found at www.ecb.co.uk

Tasks

- Promote and implement Sussex County Cricket Club's Safeguarding Policy
- Undergo a Club-wide audit of all safeguarding matters
- Recommend and implement best practice
- Act as the main point of contact regarding advice on current best practice and provide support to Club Management, Board and other members of the Club on safeguarding issues and procedures
- To attend relevant Club management meetings to ensure that safeguarding is a mandatory standing item on the agenda
- To advise the management committee in establishing which roles within the Club require the post holder to undertake the ECB DBS (formerly CRB) vetting process and ensuring that such DBS applications are completed
- To maintain accurate records and to keep all documentation in a secure fashion
- To ensure matters of possible child protection nature are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with the ECB procedures

Benefits of volunteering

- To learn new and develop existing skills through hands-on experience
- Personal and professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others
- A written/verbal reference
- A brilliant CV booster

If you would like to apply for this role, please send your CV and a covering letter outlining your suitability for the position and send to:

**Kay Gunn, Head of HR & Client Services, Sussex County Cricket Club or
kay.gunn@sussexcricket.co.uk**

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