



DURHAM CRICKET  
**FOUNDATION**

## **EMPLOYMENT PACK**

**Durham Cricket Foundation**

**County Safeguarding & Anti-Discrimination Officer**



## **INTRODUCTION AND OVERVIEW OF DURHAM CRICKET**

Durham County Cricket Club (DCCC) was established as an amateur Minor County in May 1882 and went on to become cricket's most successful Minor County and the first to beat a First-Class County when defeating Yorkshire in 1973. Durham was awarded first class professional status in December 1991 – the only new First-Class County in over 70 years – and played in the professional structure from 1992.

Since 2007 DCCC has had significant success winning the County Championship three times and being runners up once, and also won the Fifty Over Competition twice in Lord's finals and appeared twice in T20 Finals Day.

Since becoming a first-class county, DCCC has established English cricket's most successful academy, regularly producing international stars for England, including Steve Harmison, Paul Collingwood, Mark Wood and Ben Stokes.

Durham CCC created the first new English Test Match stadium in over 100 years securing a long-term stadium naming rights sponsorship with Emirates Airways that ended in 2021. The venue has a 14,000 permanent seating capacity and the Club has staged international cricket every year since 1999, including the successful Ashes Test held in 2013 and three games in the ICC Cricket World Cup in 2019. The Club has been awarded a further package of international matches to 2024.

A successful rebrand in 2018 created a new Durham Cricket identity. Durham Cricket is now the umbrella organisation encompassing all elements of cricket provision in the county covering the professional and recreational game and all activities impacting on the wider community of the county and beyond. Four separate organisations sit under the Durham Cricket umbrella and these are briefly described below.

**Durham Cricket Community Interest Company (CIC)** – Durham Cricket CIC operates the professional cricket side of the business.

**Durham Cricket Foundation** - is the charitable arm of Durham Cricket which supports communities' health and wellbeing by impacting lives in a positive way through cricket, delivering initiatives which provide opportunities and improve the lives of our local community. We are also the recreational cricket body in Durham responsible for all non-first class cricket related activities in the County, responsible for driving the growth in participation.

**Durham Cricket Events** – Durham Cricket Events runs the meetings and events, hospitality and catering operations at the Riverside

## **VISION, PURPOSE AND VALUES OF DURHAM CRICKET**

### **BUSINESS DIRECTION, VISION AND VALUES**

Durham Cricket has an essential role as the strategic delivery arm of the ECB in north east England. Durham Cricket also has the opportunity to mark out a very distinctive position in the world of cricket through the development and communication of an inspiring common purpose and strong individual identity (the Durham Cricket brand).

Our vision aligns the organisation from Changing Room to Boardroom, bringing together cricketing and commercial goals and resonates with our community (customers).

An effective Durham Cricket brand demands focus, ambition and a consistent approach to everything we do. There is an expectation that all our people will follow the vision, live and breathe the values and adhere to a set of consistent behaviours. These are all set out below.

### **VISION**

The vision of Durham Cricket has two key elements. Firstly, there is an internal vision which is designed to guide how the staff go about delivering on the organisation's values and objectives. Secondly there is an external vision which shows how Durham Cricket are going to deliver on its cricketing objectives and assist the ECB in meeting their strategies.

#### **Internal Vision:**

Durham Cricket will be recognised for having a winning culture both on and off the field achieved by highly engaged people who enjoy working together with pride and passion.

#### **External Vision:**

- 2      £2 million invested into recreational and community programmes
- 0      No debt
- 2      Winning two trophies
- 4      Producing four new England players

### **PURPOSE**

UNLEASHING POTENTIAL THROUGH CRICKET IN THE NORTH

### **VALUES**

#### **PROUDLY NORTHERN**

We stand for something. We are family. Genuine, welcoming with a resilient spirit and a sense of fun.

#### **PASSIONATE ABOUT DURHAM**

We care about our club, our business and our brand. The passion and emotion unites us and drives us forward to create opportunities for the north on a national and global stage.

### **PURSUIING EXCELLENCE**

We strive to be the best we can be. Continuously improving and pushing ourselves to set higher standards.

### **UNIQUELY CRICKET**

Cricket is at our heart and heritage. It makes us unique and its principles guide everything we do.

### **BEHAVIOURS**

The following are a series of behaviors that we expect all of our people to adhere to:

- We are ambitious in the goals we set
- We actively seek and encourage feedback in pursuit of excellence
- We focus on continuous improvement
- We are accountable for our actions
- We catch people doing things right
- We are adaptable and flexible
- We are equitable and inclusive in the way we operate
- We care for our staff and look out for them at all times
- We stay true to our vision



**Durham Cricket Foundation** - is the charitable arm of Durham Cricket which supports communities' health and wellbeing by impacting lives in a positive way through cricket, delivering initiatives which provide opportunities and improve the lives of our local community.

We promote community participation in healthy recreation by providing facilities for the playing of cricket and other sports capable of improving health. Our strategic plan for programme delivery involves: 1. Developing diverse, inclusive, and accessible programmes, 2. Supporting the grassroots game, 3. Growing our community projects.

We are also the recreational body in Durham responsible for all non-first class cricket related activities in the County, we lead, inspire, and influence the growth, quality and accessibility of cricket.

We are recruiting enthusiastic, passionate, and professional individuals to join our team to deliver on our strategic plans.

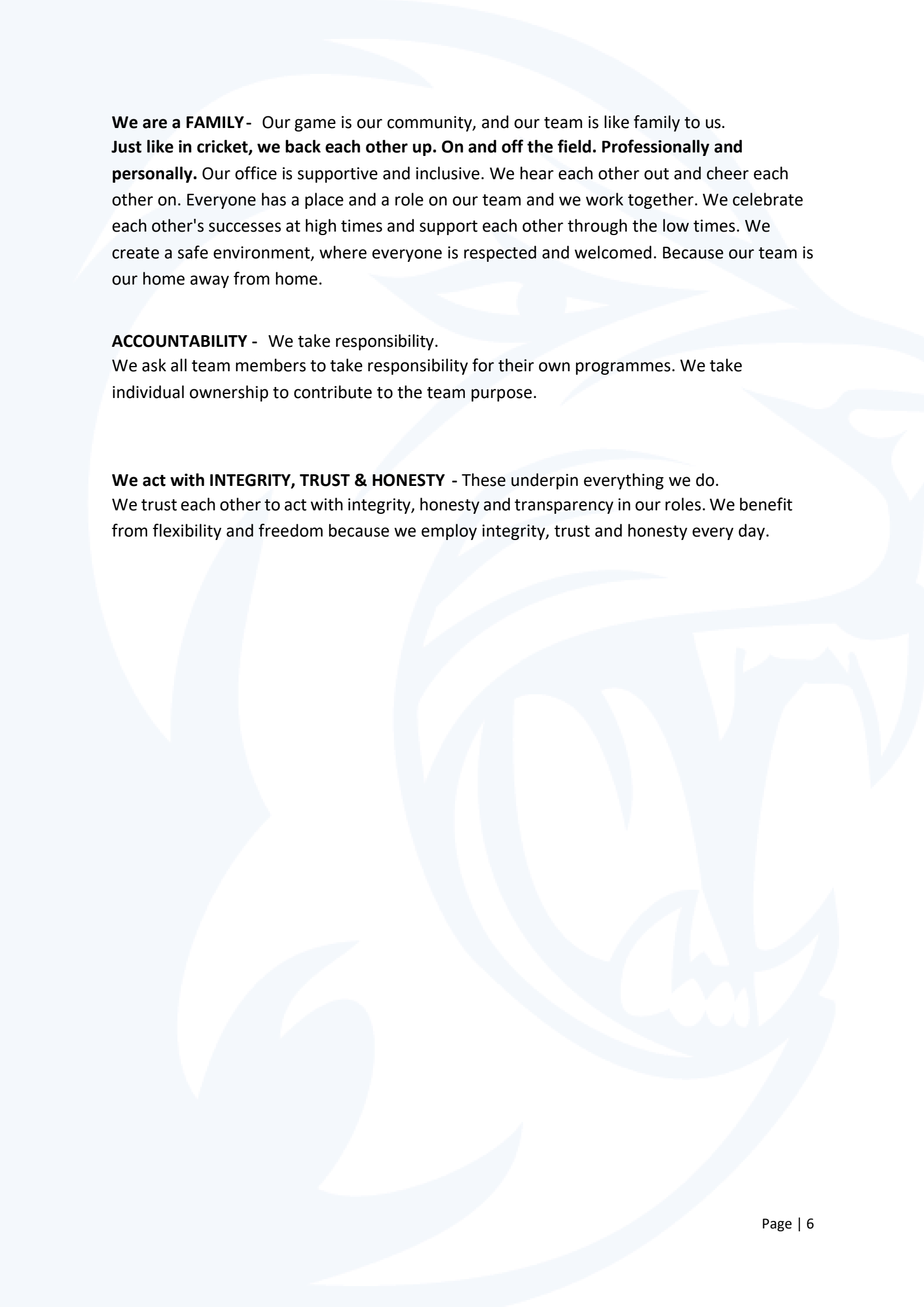
## Our Values

**We are INSPIRATIONAL** - to everyone we come in contact with.

**We are here to inspire. Everywhere and everyone.** Whether that's on a winter night in the indoor hall or on a summer's day at a cricket game. We are inspirational to everyone we meet, whether that's someone we speak to in passing or someone we work with on a regular basis. Our enthusiasm for the game is contagious and it carries over - to the players we work with, to parents, to clubs and volunteers.

**You have FREEDOM to TRY** - It's better to fail than not try.

**You are supported to think outside the box. Whether you succeed or not.** Never be afraid to try new things and be innovative. We operate with a mantra of support and encouragement, and we truly believe that it's better to fail than not try. You are allowed to colour in outside the box. Our best successes come from bold ideas which we put to practice. You are working in a supportive team and whichever way it goes, we will always encourage you to have a go and walk a new path. Our game needs ideas and innovation. Don't be afraid to get creative.



**We are a FAMILY** - Our game is our community, and our team is like family to us. **Just like in cricket, we back each other up. On and off the field. Professionally and personally.** Our office is supportive and inclusive. We hear each other out and cheer each other on. Everyone has a place and a role on our team and we work together. We celebrate each other's successes at high times and support each other through the low times. We create a safe environment, where everyone is respected and welcomed. Because our team is our home away from home.

**ACCOUNTABILITY** - We take responsibility.  
We ask all team members to take responsibility for their own programmes. We take individual ownership to contribute to the team purpose.

**We act with INTEGRITY, TRUST & HONESTY** - These underpin everything we do. We trust each other to act with integrity, honesty and transparency in our roles. We benefit from flexibility and freedom because we employ integrity, trust and honesty every day.



## County Safeguarding & Anti-Discrimination Officer Job Description

**Job Title:** County Safeguarding and Anti-Discrimination Officer  
**Department:** Durham Cricket Foundation  
**Reports to:** Chief Executive Officer  
**Location:** Banks Homes Riverside (with hybrid and county-wide travel)  
**Hours:** 17.5 hours per week, including evenings, weekends as required  
**Contract:** Permanent  
**Salary:** £16,000

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### Introduction:

The England and Wales Cricket Board (ECB), cricket's governing body, and Durham Cricket Foundation are committed to ensuring that all children who participate in Cricket are made welcome and have a safe and positive experience. The safeguarding and support of children in Cricket, whether they are playing, watching, or taking part in any other cricket related activity, is of paramount importance.

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### Role Purpose:

The County Safeguarding and Anti-Discrimination Officer will lead safeguarding and anti-discrimination for the Durham Cricket Foundation, incorporating all elements of the recreational game.

They will act as the strategic lead and single point of contact (SPOC), managing proactive safeguarding and embedding best practice, managing cases, and ensuring compliance with ECB standards and statutory requirements. The postholder will ensure cricket is a safe, welcoming, and inclusive game for all.

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## **Key Responsibilities**

### **Governance & Strategic Leadership**

- Develop, implement and deliver the safeguarding and anti-discrimination strategy, aligned to ECB standards and CPA requirements.
- Champion and influence a safeguarding-first culture throughout the county.
- Report to Board Safeguarding Leads and Trustees, providing assurance, risk assessments and regular updates including board reports. Participate in board meetings to provide updates if required
- Maintain effective relationships with the appointed safeguarding board lead.
- Deliver Board Safeguarding Training every three years, or when membership changes.
- Design and implement a player voice and 'listening to children' strategies.
- Develop effective policies and procedures in relation to safeguarding of children and vulnerable adults. Ensure policies are reviewed regularly to ensure that they meet statutory and governing body requirements and are aligned with best practice.
- Lead on and coordinate all ECB and/or external safeguarding audits of behalf of Durham Foundation.
- Work with Durham Cricket Safeguarding Officer.

### **Case Management**

- Act as the Single Point of Contact (SPOC) for all safeguarding and discrimination concerns from the recreational game.
- Lead and manage safeguarding and discrimination cases, ensuring compliance with ECB procedures and statutory requirements and in accordance with legislation, policy, procedure and best practice.
- Ensures there is a clear referral pathway for sharing, reporting and recording concerns in line with ECB policy and guidance: ensuring staff know how to access.
- Liaise with statutory agencies (Police, LADO, Social Services) and the Cricket Regulator on case management.
- Manages the process of reporting and logging all low-level concerns (LLCs) using ECB systems and implement proactive interventions. Complete referral forms in a timely and effective manner.
- Understand the ECB threshold guidance and escalate all threshold cases to the Cricket Regulator where required. Be the principal point of contact and conduit for communication to senior management where appropriate.



- Liaise with the Cricket Regulator managed participants officer and have a process in place for the managed participants in the county.
- Identify trends and patterns emerging from case management to inform future training and education across cricket in Durham.
- Produce data and reports to support the effective monitoring and governance of safeguarding and discrimination in Durham.
- Support any safeguarding concerns which are returned to county by the Cricket Regulator to manage, supported by your ECB County Safeguarding Advisor (CSA)

### **Safeguarding – Recreational Game**

- Develop a county-wide League/Club safeguarding network to embed best practice at grassroots level. Provide guidance to Club Safeguarding Officer (CSO) on best practice and proactive safeguarding
- Support CSO with case management and offer advice where needed to manage concerns and referrals.
- Deliver and oversee mandatory training (Safe Hands, SG2, DBS including verification status).
- Provide proactive training, regular updates and support through newsletters, webinars, club visits and CSO network meetings/conferences.

### **Anti-Discrimination**

- Lead county-wide implementation of the ECB Anti-Discrimination Code.
- Support clubs and leagues to understand and implement ECB safeguarding standards and Anti-discrimination regulations (ADRs)
- Investigate and resolve cases of discrimination impartially and confidentially.
- Provide training and guidance to clubs, leagues and staff on equality, diversity and inclusion.
- Work with the Head of Inclusion and other stakeholders to embed fairness, equality and respect across all cricket activity.
- Work with Durham Cricket Safeguarding & Anti-Discrimination Officer.

## **Training & Education**

- Deliver safeguarding and anti-discrimination onboarding and training across staff, volunteers, officials, and players.
- Support CPD for CSOs, coaches, and managers across recreational cricket.
- Maintain a training matrix ensuring those who interact with children and vulnerable adults are appropriately trained and vetted and that staff can be monitored and checked appropriately for compliance.
- Maintain up-to-date knowledge of safeguarding, legislation and best practice through CPD, ECB training, and professional networks.
- Support HR people team to identify appropriate safeguarding training for staff.

## **Compliance/ Cricket Regulator Engagement:**

- Ensure CPA minimum standards are compiled with and strive for 'leading organisation' status within the County Partnership Agreement (CPA) standards.
- Work closely with the People Team in the design and implementation of safer recruitment processes and onboarding.
- Drive compliance within safer recruitment practices throughout the county including DBS checks and administrative processes, cascading the safer recruitment messaging.
- Establish, build and maintain a good working relationship with their County Safeguarding Advisor (CSA) and the anti-discrimination team. Attend regular face-to-face meetings with the CSA to discuss and track CPA progress.
- Proactively engage with all staff and volunteers to ensure policies and procedures are understood and followed.

*Please note: This is not an exhaustive list, and the role may be required to undertake additional roles and responsibilities as identified from time to time in order to meet the ongoing requirements of Durham Cricket.*

## **Person Specification**

### **Essential skills**

- Professional experience of safeguarding gained through relevant experience of casework e.g. Police, Social work, Education or Designated Safeguarding Lead including an understanding of current legislation, best practice and national frameworks

- Previous experience in a similar role, with a focus on discrimination prevention, diversity, and inclusion.
- Excellent presentation and training skills
- Enthusiasm and commitment to safeguarding and anti-discrimination
- Excellent IT skills including Excel, Word, PowerPoint, Outlook and other IT platforms
- Experience of building relationships with key stakeholders
- Excellent interpersonal and relationship management skills
- A person-centred approach with an understanding of the rights, needs and best interests of children, young people and adults
- Experience of working to high levels of confidentiality including the storage of confidential documents
- Understanding and experience within Mental Health
- Ability to challenge poor practice and effect change
- Understanding the Cricket Regulator on behalf of the ECB's role and responsibilities to safeguarding and anti-discrimination
- Understanding of local arrangements for managing safeguarding children and reporting procedures
- Highly motivated with a positive solution focussed attitude and the ability to make decisions
- Sound judgement on complex matters, knowing when to escalate concerns
- Ability to influence and challenge people in positions of authority
- Analytical skills to be able to identify and present key themes/trends emerging from case data
- Access to a car and a full driving licence is essential

#### Desirable skills

- Experience of multi-agency working
- Experience of volunteering or working in cricket, other sports or a similar activity
- Experience and training within Mental Health to support staff, themselves and wider cricket community

#### Mandatory training to be completed by CSO:

1. ECB Induction to Safeguarding
2. Safeguarding for Specialist Roles (SSR) + bolt on
3. Safer Recruitment within Cricket
4. Safeguarding Adults within Cricket
5. Safeguarding in the Talent Pathway
6. Prevent Training

#### Areas of business CSO should attend:

1. Cricket Regulator Safeguarding Team Conference
2. Regional Meetings

3. Free training provided through webinars or meetings

The Cricket Regulator on behalf of the ECB is committed to a safer recruitment process, and this post will be subject to an Enhanced ECB DBS check with Children's Barred List

### **Management**

The post will be line-managed on a day-to-day basis by the Durham Cricket Foundation Chief Executive Officer.

**This position is offered on a part-time basis. However, for a suitably qualified and outstanding candidate, we are open to considering combining this role with a related Safeguarding role with Durham Cricket to create a full-time post.**

### **OTHER CONDITIONS**

The post holder will be based at Banks Homes Riverside as part of the Durham Cricket Foundation. Due to the nature of the work the post holder will carry out his/her duties as such times/days which are most effective to perform the tasks required. This will involve some out of hours work – evenings, weekends, Bank Holidays, as necessary. There will also be significant travel around the region to meet different organisations.

### **EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT**

It is the policy of Durham Cricket to treat all employees and job applicants fairly and equally regardless of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Furthermore, Durham Cricket will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above situations.

We recognise and value the difference and individual contribution that people make to the organisation. We strive to ensure that diversity as well as equality is embedded in all our policies, procedures and practices, responding to employees' needs and encouraging employee development to increase their contribution to effective service delivery.

### **SAFER RECRUITMENT POLICY**

Durham Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

## **HOURS**

Part-time, 17.5 hours per week

## **SALARY**

£16,000

## **HOLIDAYS**

28 days per annum (pro rata) which includes the 8 statutory Bank Holidays in England & Wales.

## **PENSION SCHEME**

Automatic Enrolment into the Royal London Group Personal Pension Plan. Matched employee contributions up to a maximum contribution of 5% of Basic Salary.

## **WORKPLACE**

Durham Cricket Foundation, Banks Homes Riverside, Chester-le-Street, DH3 3QR

## **TO APPLY**

To apply for the role please download application form and email completed form to [recruitment@durhamcricket.co.uk](mailto:recruitment@durhamcricket.co.uk). Please note we don't accept CVs and cover letters.

Closing date for applications is Wednesday, 14<sup>th</sup> January 2026. Interviews will take place on Tuesday, 27<sup>th</sup> January.

If you would like an informal discussion on the role please contact Graeme Weeks, CEO on [Graeme.weeks@durhamcricket.co.uk](mailto:Graeme.weeks@durhamcricket.co.uk)