



KENT CRICKET

'CLUB SUPPORT OFFICER'



CLOSING DATE:	Thursday 18 th April, 9am
INTERVIEWS:	During the week commencing 22 nd and 29 th April
REPORTS TO:	Community Programmes Manager
REMUNERATION:	£23,000 p/a, (plus travel expenses)
OTHER BENEFITS:	Non-contributor pension scheme; staff pass and 2 x guest passes for entry to Kent Cricket fixtures at home grounds; access to 20% staff discount within the club shop; funded CPD opportunities including coaching accreditations
CONTRACT:	Permanent, full-time (35 hours per week) (part time and flexible working options are available – please get in touch with us to discuss further)
ANNUAL LEAVE:	23 days annual leave + bank holidays
LOCATION:	The Spitfire Ground, St Lawrence, Canterbury – we are a hybrid working office so there will be a blend of office and home working



EQUALITY STATEMENT:

We're passionate about creating an inclusive workplace that promotes and values diversity. Companies that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective are proven to be better companies. More importantly, creating an environment where everyone, from any background, can do their best work, is the right thing to do and we therefore encourage applications from all sections of the community.

SAFEGUARDING STATEMENT:

Kent Cricket is committed to safeguarding and protecting children, young people and adults in cricket and we expect all employees to share this commitment. All posts are subject to a process of vetting with references taken up and where the role involves working in Regulated Activity with children, we require a current ECB DBS.

MAIN RESPONSIBILITIES:

This is a new position in a growing Community Cricket Team here at Kent Cricket. Your focus will be to support the recreational game by providing efficient systems support for safeguarding initiatives, Clubmark accreditations and club competitions, whilst also enhancing the Team's social media and website content.

General

- Manage email and telephone enquiries from Clubs and internal staff
- Maintain a database of staff and self-employed contractors to show their compliance with DBS disclosures, inductions and relevant certifications
- Support the wider Community Team with writing news stories and producing social media posts to demonstrate the impact of recreational cricket in the local community

Safeguarding (Supporting Kent Cricket's County Safeguarding Officer)

- Record and escalate all child safeguarding or adult protection concerns as appropriate
- Co-ordinate the delivery of ECB Safe Hands courses, including booking venues, tutors and certification.
- Maintain and update the Club Safeguarding Officer database for Kent
- Monitor compliance of Club Safeguarding Officers on Safe Hands Management System
- Produce and distribute Safeguarding newsletters
- Initiate DBS disclosures for applicants and set up Club ID verifiers

Clubs

- Maintain the Clubmark Database for Kent Clubs
- Work with the Community Programme Manager to 'sign off' Clubmark accreditations
- Oversee the promotion and administration of the following leagues via play-cricket.com:
 - o Kent Cricket T20 League
 - o Kent Cricket's Indoor Leagues
 - o ECB National Club Championships
 - o Entry-level Junior Competitions (The Forty & Rapid Fire)

SKILLS AND EXPERIENCE:

Essential:

- Excellent administrative skills and attention to detail
- Strong team player with ability to work in a hybrid office environment
- Effective communicator and the ability to engage with people of all levels
- Computer literate and effective user of Word, Excel, Outlook and other Microsoft programmes
- Ability to travel independently between various sites of work



Desirable:

- Understanding of data to evidence social outcomes and personal development of participants through sport
- Working knowledge of safeguarding in a sports environment
- Understanding of recreational cricket and the community club network

HOW TO APPLY:

To apply, please send a full CV and a short accompanying statement of why you wish to apply for the role to James Reid, james.reid@kentcricket.co.uk by 9am on Thursday 18th April. Please mark all correspondence “**Club Support Officer Application**”. Appointment will be subject to satisfactory references, relevant right to work information being provided and DBS clearance. The successful candidate will be required to undergo an Enhanced ECB DBS with relevant barred list check.

At Kent Cricket, we really understand the importance of different voices, experiences, perspectives and backgrounds within all workforces. Our workforce is no different and we strongly encourage applications from members of minority groups and all sections of the community.

If you think you might have these skills but are not 100% sure, please do still apply and let us decide. We know that people often rule themselves out of interesting opportunities assuming that others will be more successful but please don't be that person. We want to hear from the widest cross-section of the community.

The role you have applied for is subject to an Enhanced DBS disclosure with barred list check for working with children. If you are invited for interview, you will be required to declare all spent or unspent convictions and cautions, but not any that are protected or filtered. If you are invited to interview and have any information to disclose please provide this under separate, confidential cover, to HR Manager - omolola.oshinlaja@kentcricket.co.uk. If you wish to discuss your criminal record, or whether you need to disclose something, please contact Bridget Owen, the County Safeguarding Officer for Kent – bridget.owen@kentcricket.co.uk. Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature and circumstances of the offence. We undertake to discuss your criminal record with you before any withdrawal of a job offer. Kent Cricket complies with the DBS Code of Practice and a copy is available on request.