

Vacancy: Conduct in Sport Manager

Are you a difference maker in the policy enforcement space? Do you have the passion and desire to make an impact in a growing, exciting sport? Cricket Scotland are seeking a dynamic and engaging Conduct in Sport Manager (part-time) to help drive change in what is a defining year for our business.

WHO WE ARE

Cricket Scotland has a simple vision – to inspire the country to fall in love with and choose cricket!

Our people run and promote the game across Scotland and beyond, from schools through grassroots club cricket and on to the professional game.

In the international arena, the Scotland Men's and Women's teams are rubbing shoulders with the world's best, while our development squads are packed with potential.

Now we need help to unlock that!

We're fortunate to have a creative, committed team who love the game and its potential, but we're looking to add more talent to our squad to help shape Scottish cricket's future.

In doing so, we'll build a brighter, fairer, and more diverse cricketing community at every level. Following the recent review into racism in Scottish cricket, it's vital we ensure the sport in this country is a welcoming place for all and that no one suffers from any form of discrimination.

We are an equal opportunities employer and welcome applications from all sections of the community. We particularly encourage applications from those with protected characteristics.

Our hybrid-working model offers variety in your place of work, with the the chance to work from home on some days each week. Where possible, you will attend the office at the National Cricket Academy or site visits in line with your role.

Purpose of the Role

We are looking for an organised, efficient, resolution focussed Conduct in Sport Manager to coordinate and administer disciplinary processes for on and off-field incidents and support the Cricket Operations department with implementing policies and training covering anti-doping and anti-corruption.

The successful candidate will have experience in a similar role, the ability to work accurately and with close attention to detail, demonstrating sound judgement and the ability to build and maintain effective relationships with internal and external stakeholders.

Job Description

Role Title:	Conduct in Sport Manager
Main Purpose:	Responsible for managing the CS Disciplinary, Anti-Corruption and Anti-Doping processes and policies
Responsible to:	Head of Operations & Commercial
Direct Reports:	
Office:	National Cricket Academy, MES Sports Centre, Edinburgh, EH4 3NT
Hours:	22.5 hours per week
Outline of Role:	The role holder will be responsible for overseeing the Cricket Scotland Code of Conduct policy including the on and off field disciplinary process. They will support the National CWPO with low level safeguarding incidents, as well as supporting Regional Associations and clubs in complying with the National Standards for Child Wellbeing and Protection in Sport.
1 Discipline	<ul style="list-style-type: none">• To coordinate and administer the requirements disciplinary processes within domestic and regional cricket within Scotland• To assist with the investigation of all on- and off-field disciplinary and misconduct reports and issue sanctions.• To co-ordinate and be responsible for arranging and administering correspondence and personal hearings and appeals• To provide up to date advice and support to clubs and regional associations on all aspects of discipline and be the first point of contact regarding discipline queries.• To support in ensuring that all club leagues, tournaments and competitions are sanctioned in accordance with CS Code of Conduct• To coordinate and fully administrate any appeals made by a club in relation to a decision made by a disciplinary panel• To work in partnership with the National CWPO in relation to disciplinary cases where safeguarding concerns are raised.
2 Safeguarding	<ul style="list-style-type: none">• To support the National CWPO in the investigation of low level safeguarding incidents• To undertake investigations into low level safeguarding incidents

	<ul style="list-style-type: none"> • To support the Development Team auditing Regional and Club performance in relation to the National Standards for Child Wellbeing and Protection in Sport • To provide support in relation to disciplinary proceedings concerning safeguarding incidents
3 Anti-doping	<ul style="list-style-type: none"> • To act as the Cricket Scotland lead in regards to UKAD Framework compliance • To ensure the CS Anti-doping policy and process is delivered across High Performance, Pathway and Domestic cricket as appropriate
4 Anti-corruption	<ul style="list-style-type: none"> • To support Operations and High Performance in delivering educational training to Pathway and High Performance squads • To act as a liaison point with the ICC on and Anti-corruption matters
Key Relationships	CEO, CS Leadership Team, Domestic Cricket Administrator, Operations Manager, Development Team, Regional Associations, Clubs and the Match Officials Association (CSMOA), ICC, UKAD, sportscotland
Working Hours	Due to the nature of the business a flexible approach to weekly contracted working hours (22.5) is to be expected.

Skills and Experience

Essential

- Experience working within in an administration team
- Ability to deal with and manage conflict.
- Excellent organisational and time management skills with the ability to work under pressure and meet deadlines.
- Excellent communication and presentation skills
- Clear and accurate written and verbal communication skills
- A team player, able to work with and support a variety of voluntary committees and associations
- Ability to work independently and as part of a team.
- Knowledge of Equality, Diversity and Inclusion principles

Desirable

- Knowledge of cricket league and club structures.
- Ability to work with minimum supervision and set and priorities.
- Experience of safeguarding in sport
- Experience in working with voluntary groups or associations
- Willing to work evenings and weekends

Remuneration

In return for the above, we offer a dynamic working environment and the opportunity to be part of a sports governing body driving real and positive change in the sport of cricket in Scotland. We offer a competitive salary, pension scheme, flexible working, and attractive holidays.

Contact and applications:

Applications to be sent with your CV and a covering letter to applications@cricketscotland.com. The closing date for applications is the **Friday 10th February 2023**.

Please note that we will not be able to reply to every application for the role. If you do not receive an invitation to interview by the **20th February** then we have deemed that you are not a suitable candidate for the role.

Please note successful candidates will be required to live in Scotland and be able to work in the UK and have a Visa that allows the candidate to undertake this form of employment in the UK.

Cricket Scotland is strongly committed to the promotion of equality and diversity in its employment practices, and to make its services as accessible as possible.

As part of our work to achieve these goals, we need to collect personal data which will be handled in the strictest confidence and will only be used for statistical monitoring purposes. We would encourage you to complete our equality monitoring form which can be found [HERE](#).

Interviews for suitable candidates may take place before the closing date.