

Job Description

REGIONAL EDI & DISCRIMINATION EXECUTIVE

Position: Regional EDI & Discrimination Executive	Department: Central	Reporting to: Maralyn Smith
Salary: £18,025	Contract: 2-year fixed contract from 1st November 2026	Hours per week: 2.5 days per week covering five counties in SW region

Job purpose: To provide proactive and reactive support to five counties in the SW region on EDI education and wider work and in addressing complaints of discrimination, acting as the Single Point of Contact (SPOC) for CPA purposes with County Boards/Foundation, clubs, leagues, ACOs and other cricket organisations within the region, liaising with lead officers, Cricket Regulator and all parties as needed.

Main Duties

- Act as regional SPOC for participating counties on discrimination matters.
- Support Counties to effectively manage cases of discrimination.
- Log all low-level concerns (LLC) within the CLUE system / dashboard.
- Ensure a clear referral pathway for sharing, reporting and recording concerns, in line with Cricket Regulator policy and guidance; and that this is both communicated and accessible to the cricket network.
- Understand and support Counties' responsibilities as set out in the County Partnership Agreement.
- Support cricket organisations to implement and enforce the ECB Anti-Discrimination Regulations (ADR), working with Discipline and Safeguarding Officers and helping Counties achieve best practice in managing cases of discrimination.
- Strategic liaison with Board EDI leads, Safeguarding Officer and Lead Officers to ensure consistent standards across Counties.
- Liaise with third party resources to provide highest standards of customer service to those reporting discrimination.
- Provide consistent guidance, advice and training on discrimination matters, specifically in coordinating a regional approach to the ECB EDI Education Programme.
- Feedback on performance & progress on agreed action plans following investigations of discrimination.
- Identify and respond to potential gaps in discipline and discrimination processes that could be a risk.
- Maintain close working relationship with Cricket Regulator Investigations and Education teams in addressing cases across the region.

Job Skills/ Experience

- Understanding of Equality Act 2010, and relevant cricket regulations on discrimination and EDI.
- Ability to demonstrate best practice in own behaviour and actions related to EDI.
- Understanding of ECB and Cricket Regulator expectations of behaviour and practice related to cricket clubs, leagues and County Cricket Boards.
- Knowledge of best practice related to managing and challenging discrimination.
- Excellent communication skills written and verbal.
- Excellent negotiation conflict resolution skills and experience.
- Excellent planning, monitoring and evaluation skills.
- Presentation skills to deliver messaging and education to adults and cricket across the recreational game.

Role requires DBS enhanced clearance. Hybrid working, a willingness to work flexibly and travel across the region to attend in-person meetings and education sessions as required. This will involve some evening and weekend commitments.

• Build relationships with leagues and other cricket organisations in the recreational game to support with managing discipline related to discrimination. • Promote clear and consistent messaging around EDI for Counties. • Support any additional areas of work across discipline & discrimination portfolio for Counties as requested by Lead Officers. • Monitor trends and themes of discrimination and report to Cricket Regulator to ensure best practice across the game. • Attend training and CPD events when required.	
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HOURS OF WORK

Your normal hours of work are variable and are those required to carry out your duties to the satisfaction of the SW regional foundations as necessitated by the needs of the business.

You are on an annualised contract and will be expected to work 962 hours over the course of each 12 month period of employment, based on, an average of working 18.5 hours a week. It is anticipated that you will work more than 18.5 hours per week in the seasonal months (April-September) and less than 18.5 hours per week in the winter (October - March).

You will be required to manage your hours depending on the requirements of the SW region needs. You will need to confirm your monthly schedule and delivery hours with your line manager.