



# Cornwall Cricket Board

CEO: Joe Skinner  
Tel: 07785722251

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**Job Title: Equity Diversity Inclusion Officer**  
**Hours of work: 22.5 hours per week (3 days or flexible)**  
**Reports to: CEO / Business Manager**  
**Date effective: May 2026**  
**Remuneration: £16,200**  
**Contract: Fixed term - 2 years**

Do you have a passion and knowledge of cricket and communities to be safe, welcoming and inclusive? If you are passionate about making a difference to community cricket in Cornwall, we encourage you to apply.

Cornwall Cricket Board is at the heart of the cricket community in Cornwall, supporting and enhancing communities by providing people with opportunities to engage, participate and develop in a safe and enjoyable way. Our vital work is supported by the funding from the National Governing Bodies, charities and grant making organisations, along with public donations. We are looking for a Equity, Diversity and Inclusion (EDI) Officer to help cricket develop safe, welcoming and inclusive environments.

## SAFEGUARDING STATEMENT

Cornwall Cricket Board is committed to ensuring that all children\* and adults who participate in cricket are made to feel welcome and have a safe, positive experience within the cricket. The safeguarding and support of children and adults in cricket is of paramount importance to us all. (\*Children refer to those aged under 18 years)

## YOU'LL LOVE THIS JOB BECAUSE:

- You are passionate about the development of people.
- You have passion and desire to commit to ongoing holistic community development.
- You have a vision for the future of cricket development.
- You possess good relationship building, communication and administration skills.
- You have an unshakable can-do attitude.
- You can work independently and use initiative whilst also contributing to a close-knit team.
- You can confidently switch between high level strategy and detailed work.

## KEY RELATIONSHIPS

Cornwall Cricket Board, Staff, Member Organisations, players and their parents, casual coaches, clubs and their volunteer workforce, supportive networks, ECB.

## JOB PURPOSE AND FOCUS

The ambition with this role is threefold; firstly to support Cornwall Cricket Board with building relationships and network with organisations and partners so to build diversity of the organisation and team; to work with other members of the Cornwall Cricket Development team with the delivery of initiatives and programmes aimed at growing the game to under represented groups, and



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secondly to lead on working with clubs, leagues and associations to highlight the importance of diversity within cricket club committees, within playing offers, and to ensure good governance is in place.

## The main responsibilities of this role will be:

- Offer bespoke, holistic club development support through 1:1, small group, and county-wide sessions, focusing on diversifying playing offers and committees.
- Develop campaigns and charters to encourage clubs, leagues, and associations to adopt inclusive and diverse governance.
- Support clubs, leagues, and associations with governance and training, including reviewing documentation language, ensuring adoption of Anti-Discrimination Regulations, promoting/organising relevant training, and maintaining Safe and Inclusive environments.
- Expand club-facing EDI workshops to promote diverse playing offers and decision-making committees/processes.
- Collaborate with the Women's and Girls Development Officer to increase workshops and organise platforms for female volunteers, youth, and Disabled players to interact, providing them a voice in cricket development (Women's Volunteer, Youth and Disability Network).
- Ensure the Talent Pathway's processes, documentation, and governance are inclusive, leading Anti-Discrimination training/education and promoting the Talent Pathway Support Fund, focusing on reducing stigma and ensuring appropriate take-up, and exploring investment of unused funds.
- Support the recruitment of a Shadow Youth Board for Cornwall Cricket.

## Skills, Knowledge, and Attributes:

- **Passion for EDI:** A strong commitment to promoting equity, diversity, and inclusion.
- **Relationship Building:** Proven experience in establishing effective relationships with key stakeholders, decision-makers, community groups, and individuals, fostering trust and rapport.
- **Communication and Engagement:**
  - Excellent customer service skills.
  - Ability to communicate effectively with a diverse range of people.
  - Effective communicator across various platforms, including strong presentation skills.
  - Competent on social media and an understanding of its importance for marketing and raising awareness of campaigns.
- **Drive and Initiative:**
  - High levels of energy and enthusiasm with a desire to achieve positive outcomes.
  - Ability to work independently and as part of a team.
  - Skills to influence and drive positive change.
- **Organisational and Project Management:**
  - Highly organised with strong project management capabilities.
  - Good time management skills, including the ability to prioritise and consistently



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meet deadlines.

- Ability to work accurately with meticulous attention to detail.
- **Technical Proficiency:**
  - Experienced and competent user of various IT programmes.
- **Safeguarding and Mobility:**
  - Must hold an ECB DBS check or commit to achieving this upon appointment.
  - Ability to travel independently between sites (requires a full and valid driving license).

## Desirable Experience:

- Working within cricket/sports club, league, or association administration.
- Understanding and experience of a variety of Cricket Development programmes.

## YOU'LL RECEIVE:

- Competitive salary
- 21 days' holiday, plus bank holidays (Pro Rata)
- Use of a Cornwall Cricket Board Laptop and mobile phone
- Auto enrolment pension
- Travel expenses

## SUPERVISION AND WORK PLANNING:

You will have office space available to you at The Cornwall Cricket Centre, College Road, Truro, Cornwall, TR1 3XX. However, you will also have the ability to work in a hybrid manner, but there would be an expectation to access the office for a minimum of one day a week. You would need to be prepared to work outside of normal working hours and days.

You will normally be expected to complete 22.5 hours in a week. Due to the nature of the work involved in this position, you will be required to work evenings and weekends depending on the nature of the activity we require to be covered. This work can be carried out across three full days or shorter hours across each day of the week.

You will be required to carry out your duties at such times and on such days that are the most effective to perform the responsibilities of the position.

## GENERAL

This job description outlines the principal accountabilities/main duties relating to this post and does not describe in detail all the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Cornwall Cricket Board Ltd. If you require further information about this post, please contact Joe Skinner on 07785 722251 or [joe.skinner@cornwallcricket.co.uk](mailto:joe.skinner@cornwallcricket.co.uk).



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If you would like to be considered for this vacancy, please download the form from our vacancies section of the website, complete then send to Joe Skinner, [joe.skinner@cornwallcricket.co.uk](mailto:joe.skinner@cornwallcricket.co.uk).

## IMPORTANT DATES

- Deadline for applications is: **10th April 2026**
- Candidates invited for interview will be contacted via email by: TBC
- Interviews will be held at The Cornwall Cricket Centre the week commencing: TBC

Cornwall Cricket Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment process all roles are subject to an enhanced or standard DBS check (as appropriate to the role) and two satisfactory references. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Cornwall Cricket Board is committed to being an Equal Opportunities Employer.