



BRITISH ROWING

Lead Safeguarding Officer

Job Specification

TEAMWORK | OPEN TO ALL | COMMITMENT



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| Job Title | Lead Safeguarding Officer |
| Reports to | Head of Safeguarding and Integrity |
| Directorate | Operations |
| Location | Hammersmith with some national travel |

About British Rowing

British Rowing aspires to lead the way as a modern and progressive National Governing Body. We are a membership organisation with 30,000+ members and are responsible for the development and participation of rowing and indoor rowing in England, and for the training and selection of individual rowers and crews representing Great Britain. Rowing is one of the most successful British Olympic sports of all time delivering 26 Olympic and Paralympic medals since Sydney 2000.

Our mission is to lead, enable and inspire excellence in rowing at all levels. Our vision, through rowing, is to promote the positive impact of sport by providing an enjoyable experience for all participants while upholding Britain's position as a leading rowing nation. We are committed to ensuring that the sport continues to thrive in a welcoming and safe environment from the grass roots through to high performance, and the Safeguarding and Integrity team is central to this.

We are now seeking an exceptional individual to help create the best possible standards in safeguarding across our sport.

Job Purpose

The designated person within British Rowing with primary responsibility for developing a positive safeguarding culture, managing concerns about children and adults at risk and for putting into place procedures to safeguard children and adults at risk in British Rowing, including supporting club welfare officers and regional welfare advisers.

Responsibilities

Implementation:

- Work with others within British Rowing to create a positive, rower centred environment and culture within the sport;
- Work with the Head of Safeguarding and Integrity, playing a lead role in drafting and regularly reviewing British Rowing's strategy and implementation plan for safeguarding and protecting children and adults at risk;
- Identify any critical risks to the organisation and deliver a plan to mitigate them;
- Play a lead role in the implementation of British Rowing's Safeguarding Strategy;
- Provide a central point of contact for internal and external individuals, stakeholders, and agencies;
- Represent British Rowing at external meetings related to safeguarding;
- Work across the organisation's committees and panels to raise awareness and influence better practice;
- Prepare reports for the Safeguarding Committee and working with the Board Safeguarding Champion as required.

Policies and Standards:

- Ensure British Rowing has up to date policies and guidance in place in relation to safeguarding of children and adults at risk;
- Coordinate the dissemination of the Safeguarding policies, procedures, Safeguarding Handbooks and other resources throughout British Rowing;
- Implement a safeguarding network to strengthen the national support available to Club Welfare Officers;
- Provide advice, information and support to Club and Event Welfare Officers and support Clubs in relation to their recruitment, selection and training;
- Advise on British Rowing's training needs and the development of its training strategy in relation to Safeguarding working with the Safeguarding and Integrity Education Officer;
- Prepare all necessary documents required for the Child Protection in Sport Unit annual Audit and attend all necessary meetings;
- Ensure all safeguarding standards are met, at a minimum, and maintained;
- Develop a plan and to carry out auditing and compliance checks at clubs nationally to ensure minimum Safeguarding standards are adhered to.

Case Management:

- Work with the Safeguarding and Integrity Case Officer and oversee cases of poor practice

and abuse reported to the organisation, ensuring a high quality of record keeping is maintained;

- Carry out DBS checks for British Rowing staff and volunteers as required;
- Oversee DBS casework taking effective and informed decisions when content arises on certificates and authorising resolution in cases.

Other:

- Keep own knowledge and skills up to date, including attending training;
- Support colleagues in the Safeguarding and Integrity team and work as part of the team to share information as necessary;
- Undertake other such duties and responsibilities that the post-holder may from time to time be required by British Rowing;
- Present a positive image of British Rowing (including its committees, volunteers and staff) and the sport of rowing at all times.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time.

Person Specification

Skills and abilities required:

- Participant focused approach;
- Previous safeguarding experience as a Lead Safeguarding Officer, including case management skills, policy drafting, training etc;
- Excellent administration and systems (records) management skills;
- Ability to promote and demonstrate anti-discriminatory practice;
- Excellent advice and support-provision skills;
- Excellent communication and influencing skills;
- Proven ability to develop and produce national level guidance and resources;
- Proven ability to work collaboratively as part of a team as well as independently;
- Excellent self-initiative;
- Proven ability to remain calm and firm when under pressure;
- Experience in working with conflicting and potentially emotionally distressing matters.

Knowledge required:

- Core values and principles of work with children and adults at risk;

- Safeguarding in sport;
- Up to date legislation, government guidance and national framework for safeguarding children and adults at risk;
- Best practice in safeguarding including culture;
- Dealing with reports of poor practice, abuse and general welfare concerns;
- Dealing with equality issues;
- Best practice in prevention.

Additional Information

Standard working hours are 9:00 to 17:00 although flexibility is required in order to ensure core objectives are achieved.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.