



# Safeguarding Manager

## Job Description

TEAMWORK | OPEN TO ALL | COMMITMENT

<b>Job Title</b>	<b>Safeguarding Manager</b>
<b>Reports to</b>	<b>Head of Governance, Safeguarding and Integrity</b>
<b>Directorate</b>	<b>Operations</b>
<b>Location</b>	<b>Hybrid - WFH and Hammersmith Office with some national travel</b>
<b>Type</b>	<b>Full-time</b>
<b>Line Management</b>	<b>Safeguarding and Integrity Case Officer and Safeguarding Case Officer</b>

## Job Purpose

You will be an energetic and proactive subject matter expert for Safeguarding accountable for instilling a positive safeguarding culture across the rowing community. You will manage concerns about children and adults at risk and put in place procedures to safeguard children and adults at risk in British Rowing, closely liaising and supporting club welfare officers across the country.

Your role will involve working proactively with colleagues, club welfare officers, coaches, officials, and other key partners. You will lead on British Rowing's Safeguarding Strategy, and that safeguarding policies and procedures are implemented and promoted.

You will join the Governance, Safeguarding and Integrity team within the Operations Directorate, and have managerial responsibilities for the Safeguarding and Integrity Case Officer, and Safeguarding Case Officer.

## Key Responsibilities

### Implementation:

- Play a lead role in developing, establishing, and maintaining the organisation's approach to safeguarding children, young people, and vulnerable adults.
- Drive British Rowing's strategy and implementation plan for safeguarding and protecting children and adults at risk.
- Ensure that safeguarding standards are met and maintained within the organisation.
- Liaise with other teams across the organisation such as coaching, performance, membership and communication.
- Identify any critical risks to the organisation and deliver a plan to mitigate them.
- Provide a central point of contact for internal stakeholders (such as the Safeguarding Committee), external individuals, stakeholders, and agencies.
- Ensure safeguarding is a primary consideration during the planning, delivery, and review of all organisational activities.
- Prepare reports for the Head of Governance Safeguarding and Integrity and working with the Board Welfare Lead as required.
- Ensure a network of support to strengthen the national support available to Club Welfare Officers.
- Provide advice, information and support to Club and Event Welfare Officers.
- Review and keep up to date the organisation's Safeguarding resources.
- Work with the Safeguarding and Integrity Education Officer to ensure a widespread communication plan to empower the rowing community safeguarding knowledge and information.
- 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 Ann Craft Trust Framework.
- Ensure all safeguarding standards are met and maintained.
- Develop a plan and to carry out auditing and compliance checks at clubs nationally to ensure minimum Safeguarding standards are adhered to.

- Act as British Rowing's Event Welfare Officer at its championship events throughout the year, or ensure the appropriate cover is in place.

### **Case Management:**

- Ensure effective Line management of the Safeguarding and Integrity Case Officer, and Safeguarding 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 job specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.*

## **Person Specification**

### **Essential:**

- Previous safeguarding experience as a Lead Safeguarding Officer, including case management skills, policy drafting, training etc.
- Evidence of Safeguarding CPD.

- Well organised, able to prioritise workload whilst being able to be flexible.
- Excellent administration and systems (records) management skills.
- Excellent advice and support-provision skills.
- Proven ability to develop and produce national level policy guidance and resources.
- Excellent communication and influencing skills.
- Must adhere to confidentiality and data protection at all times.
- Ability to promote and demonstrate anti-discriminatory practice.
- Proven ability to work collaboratively as part of a team as well as independently.
- Excellent self-initiative.
- Must be eligible to live and work in the UK.
- Must meet the clearance requirements of any Enhanced DBS check.
- Proven ability to remain calm and firm when under pressure.
- Experience in working with conflicting and potentially emotionally distressing matters.

**Essential 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.
- An understanding of the responsibilities of statutory agencies, including the Local Children's Safeguarding Boards.
- 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.

**Desirable:**

- Lead Safeguarding Officer in Sport Development Programme Certificate or other equivalent training.
- A successful track record of supporting and driving cultural change.
- Experience of working as part of a team.



- Previous experience of line management.
- Experience of delivering training and development of others.
- Experience of working within sport, or voluntary sector.

## **Additional Information**

**Hours** Standard working hours are 40hrs per week, this may involve from time-to-time work in the evening and weekends. British Rowing prides itself on supporting a positive work life balance, and the team is keen to support agile and remote working. While maintaining a good work life balance, this role will require flexibility and to reflect the needs of the business and 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.

**Anti-Doping** The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a Good personal example in this field. When directly working with athletes the post-holder will have a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

## **About Us**

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time, delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.



## **Applying**

If you are interested in the role, please apply through our application form:

<https://britishrowing.jobs.personio.com/job/1352238#apply>