**Bowls Development Alliance**

**JOB DESCRIPTION**

**JOB TITLE:** Lead Safeguarding Officer

**SALARY**  £27,000

**HOURS** 5 days a week (37.5 Hrs)

**RESPONSIBLE TO:** Finance and Governance Manager

**LOCATION:** Home based with some requirement to travel to the BDA head office in Melton Mowbray.

**DURATION:** This post is currently on a fixed term basis until March 31st, 2022, and is subject to annual confirmation of a Sport England funding award.

**Job Summary:**

To play the lead role in the provision of safeguarding for children and adults across the sport of Bowls, working closely with the NGBs and the Safeguarding in Bowls panel.

To take the lead on the development, implementation, monitoring and review of safeguarding, welfare policies and processes and case management.

**Main duties and responsibilities:**

1. To act as the Lead Safeguarding officer for Bowls representing Bowls England, the English Indoor Bowling Association, and British Crown Green Bowling Association.
2. To be the main contact for all safeguarding related concerns across the relevant codes, ensuring that these concerns are appropriately dealt with.
3. Work in consultation with the NGB officers or relevant contacts, to conduct initial investigations of safeguarding cases with the support of the Safeguarding Case Management Group as required.
4. Support the delivery and implementation of the safeguarding policies and procedures across Bowls England, the English Indoor Bowling Association, and British Crown Green Bowling Association.
5. Support the development of safeguarding resources and content for clubs and volunteers, working alongside the BDA Education Officer.
6. Develop and maintain a central safeguarding database, detailing cases as appropriate.
7. Oversee the administration of the Safeguarding Steering Group.
8. Manage any referrals, in collaboration with the NGB’s, to social care services, statutory agencies and police, where relevant.
9. Represent the organisation at external meetings related to safeguarding, including the NSPCC/CPSU/Ann Craft Trust safeguarding lead officers’ meetings.
10. Provide safeguarding advice to Coach Bowls to support the development of their training.
11. Advise on the organisation’s safeguarding training needs and the development of its safeguarding training strategy.
12. Support the Safeguarding Case Management Group with all meeting arrangements, logistics and support the communication of all decisions of any risk management actions.
13. Play a lead role in maintaining and reviewing the organisation’s Safeguarding Action Plan.
14. Ensure the Standards for Safeguarding and protecting Children in Sport (CPSU) are met and maintained.
15. Keep own knowledge and skills up to date.
16. Support the Finance and Governance Manager with the coordination and dissemination of safeguarding policy, procedures, and resources throughout the organisation.
17. Develop and maintain effective working relationships with key staff members across all bowls NGBs and partnership organisations.
18. To comply with all company policies and procedures, including Safeguarding, Equal opportunities and Health and Safety regulations.
19. To support the work of the BDA team and contribute to its overall success.
20. Prepare regular progress reports, updates and action plans for internal department communication, the BDA Executive Team and BDA Board as required.
21. Undertake any other duties as may be required from time to time that are consistent with the responsibilities of the post and the needs of the BDA.

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Experience** | * Good knowledge of legislation, government guidance and national framework for safeguarding children and adults at risk. * Experience in case management. * An understanding of the needs of sports clubs and the challenges that they face. * Ability to develop and review national level policy, guidance and resources. * Experience of working with volunteers. * Knowledge and awareness of adults at risk and disability agendas and how to apply appropriate safeguarding processes for these groups. | * Experience working in an NGB as a lead safeguarding officer and/or within a matrix stakeholder environment**.** * Track record of meeting targets, ideally in the sport sector. * Knowledge and understanding of data collection. * Experience of project management techniques. * Understanding of the principles of equality and safeguarding in a sporting environment. * Evidence of having worked with disabled participants. * Ability to drive and support implementation of strategies and programmes across the sport to ensure appropriate working practices are embedded. |
| **Education and Training** | * Relevant training in safeguarding. * A commitment to continued professional development. * Competence in common IT applications including   spreadsheets, databases, powerpoint and Office 365. |  |
| **Special Aptitudes** | * The ability to work appropriately on own initiative and as a member of a team. * Excellent communication and interpersonal skills to include influencing. * Ability to prioritise and work to deadlines. * Ability to lead as well as support projects. * Flexible outlook, able to adjust to changing priorities and focuses. | * Knowledge and understanding of equality and diversity. |
| **Other Considerations** | * Passionate about sport. * A willingness to work occasional evenings and weekends. * Able to travel independently across the country. * Full UK driving license. * Willingness to undergo an eligible DBS check (Basic or Enhanced) should it be deemed necessary. | * A personal commitment to promotion of sport and active recreation. |