



## Bowls Development Alliance

### Job Description

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| <b>JOB TITLE:</b>      | Safeguarding Manager   |
| <b>SALARY:</b>         | £27,000 to £30,000 depending on experience   |
| <b>HOURS:</b>          | 5 days per week (37.5hrs)  |
| <b>RESPONSIBLE TO:</b> | Managing Director  |
| <b>LOCATION:</b>       | Home based with some requirement to travel to the BDA head office in Melton Mowbray or other locations |
| <b>CONTRACT:</b>       | Permanent  |

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#### Job Summary:

To manage the safeguarding function and act as Lead Safeguarding Officer (LSO) for the BDA. To advise and support the work of the Lead Safeguarding Officers of the Bowls National Governing Bodies (NGBs). To lead on the ongoing development of safeguarding processes and procedures for the sport of bowls in line with national guidance and regulatory changes.

#### Main Duties and Responsibilities:

1. Produce and update Safeguarding policies, support materials and templates to meet the needs of the sport of bowls.
2. Provide the key point of contact for the NGB LSOs or direct enquires from bowls clubs/bowls county associations or other professionals involved with safeguarding concerns within bowls.
3. Make or oversee appropriate enquiries or referrals to police, childrens' or adult social services or other agencies on behalf of or in support of NGB LSOs, related to safeguarding referrals.
4. Organise and lead the Safeguarding Steering Group (SSG) to continuously develop safeguarding practices, procedures and promotion of a safer culture for the sport of bowls.
5. Organise and lead the Safeguarding in Bowls Case Management Group (CMG), discussing cases, recording notes of the meeting and allocating/monitoring actions.
6. Write and regularly review through the SSG the Safeguarding Action Plan, alongside the LSOs of the bowls NGBs
7. Prepare evidence for and lead on the annual review of Child Safeguarding with the Child Protection in Sport Unit (CPSU). Coordinate any action plan resulting from the review.
8. Prepare evidence for and lead on the Adult Safeguarding Audit with the Ann Craft Trust. Coordinate any action plan resulting from the audit.

9. Administer the 'My Concern' safeguarding record system following up on any overdue tasks and structuring report graphs to add to the library of reports within the system.
10. Be the main contact point for the Sport England funded Case Management Support programme; liaising with them in the event of needing legal advice related to safeguarding cases, investigator support or appeal panel support.
11. Complete anonymised safeguarding data returns for Sports Resolutions and CPSU researchers.
12. Transfer information from CMG notes to 'My Concern' to support the evidencing of defensible decision making.
13. Liaise with BDA colleagues to research and help develop a growing library of safeguarding courses, workshops and brief guides which meet the needs of volunteers in bowls clubs.
14. Provide or support safeguarding training workshops within Community Club Hub settings.
15. Provide safeguarding updates and training for BDA members and Directors.
16. Provide ad hoc safeguarding advice to enquirers using the BDA contact form, email or telephone.
17. Keep own safeguarding knowledge and skills up to date through online research and by attending appropriate training.
18. Support the work of the BDA team and contribute to its overall success.
19. Any other duties deemed appropriate to the post by the line manager.

## PERSON SPECIFICATION

|                   | <b>Essential</b>  | <b>Desirable</b>  |
|-------------------|---|---|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Good knowledge of legislation, government guidance and national frameworks for safeguarding children and adults at risk.</li> <li>• Experience of working with and liaising with a range of support professionals.</li> <li>• Knowledge and awareness of confidentiality and information sharing protocols related to safeguarding children and adults at risk.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in case management.</li> <li>• An understanding of the needs of sports clubs and the challenges that they face.</li> <li>• Knowledge and understanding of safeguarding information systems.</li> <li>• Understanding of the principles of equality and safeguarding in a sporting environment.</li> <li>• Knowledge of or experience in completing safeguarding audits</li> </ul> |
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| <p><b>Education and Training</b></p> | <ul style="list-style-type: none"> <li>• Relevant training in safeguarding beyond basic level. eg. Ann Craft Trust Level 3, Lime Culture Lead Safeguarding Officer or equivalent</li> <li>• A commitment to continued professional development.</li> <li>• Competence in common IT applications including spreadsheets, databases, e-mail and powerpoint.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and understanding of equality and diversity.</li> </ul>   |
| <p><b>Special Aptitudes</b></p>      | <ul style="list-style-type: none"> <li>• The ability to work appropriately on own initiative and as a member of a team.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to prioritise and work to deadlines.</li> <li>• Flexible outlook, able to adjust to changing priorities and focuses.</li> </ul>                              | <ul style="list-style-type: none"> <li>• Ability to lead as well as support projects.</li> <li>• Track record of meeting targets.</li> </ul>               |
| <p><b>Other Considerations</b></p>   | <ul style="list-style-type: none"> <li>• Passionate about the importance of safeguarding.</li> <li>• A willingness to work occasional evenings and weekends.</li> <li>• Able to travel independently across the country.</li> <li>• Willingness to undergo an eligible DBS check (Basic or Enhanced) should it be deemed necessary.</li> </ul>                       | <ul style="list-style-type: none"> <li>• Full UK driving license.</li> <li>• A personal commitment to promotion of sport and active recreation.</li> </ul> |