

National Safeguarding Officer

Responsible to	Head of Operations
Location	Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA
Salary	COMPETITIVE (plus benefits)

About the role

Tennis Scotland is the Governing Body of tennis in Scotland. Our vision is “Tennis opened up to deliver The Legacy in Scotland” and our mission and strategy is aligned with the LTA and focussed on growing the sport by making it relevant, accessible, welcoming and enjoyable. Our plans see; more people playing across clubs and pay as you go facilities; more quality facilities and world class workforce development and coaching; an all year round sport in our communities with tennis accessible to anyone from any background; more Scottish players succeeding at the very top of the game in juniors and on the ATP and WTA tours and see a range of events and competitions to showcase tennis and increase its visibility in Scotland. Tennis Scotland is an ambitious confident organisation engaging with everyone involved in tennis to create investment and growth to ensure a sustainable and healthy future for Scottish tennis.

The Operations team is responsible for growing and developing resources to deliver an effective organisation.

This role will require significant experience in safeguarding and you will be responsible for providing high quality management of cases and auditing, compliance checking and continuously improving safeguarding standards at venues across Scotland, working in collaboration with the LTA Safeguarding Team. You will be a key part of ensuring high standards of safeguarding exist across the sport, in venues and across the workforce working closely with LTA and **sportscotland**.

Key Accountabilities

- Work with HOO to develop and maintain a robust, up-to-date safeguarding case management system. Ensure actions are completed in a timely manner as per LTA Safeguarding Case Manager’s reviews in line with the reporting standards agreement between TS and the LTA.
- Create and lead on the LTA aligned Tennis Scotland safeguarding strategy including policies and procedures.
- Lead on Safeguarding cases as directed by the LTA Safeguarding Case Manager including: taking statements; conducting interviews including using Achieving Best Evidence (ABE); referring cases to, and producing reports for, the Head of Participation Development, the LTA Safeguarding Team, Safeguarding and Protection Committee and relevant bodies in a timely manner, and representing Tennis Scotland at strategy meetings.
- Update the Safeguarding Protection Committee as directed by the LTA Safeguarding team and Tennis Scotland Safeguarding Committee as and when required.

- Work with the LTA Legal Services team to ensure cases are handled in accordance with national legislation and LTA Rules and Procedures, and to support on disciplinary cases.
- Work closely with the LTA Safeguarding Team including attending National Safeguarding meetings to ensure the TS Safeguarding Strategy aligns with LTA National safeguarding strategy and is compliant in Scotland.
- Deliver the auditing and compliance checking of venues and members of Tennis Scotland nationally to ensure minimum standards are adhered to (the ability to travel essential).
- Provide support to tennis venues and individuals including: clubs, coaches, welfare officers, volunteers, officials, players and parents.
- Develop high quality advice, guidance and support for projects and events as required.
- Manage the administration of the Tennis Scotland Safeguarding Committee, LTA and **sportscotland**, including presenting complex cases to the committees.
- Act as an ambassador for Tennis Scotland and the sport at key sport sector, industrial events, and other networking opportunities.
- Achieve and maintain 100% Compliance with Standards for Child Wellbeing and Protection in Sport
- Support the development of the British Tennis Safeguarding Minimum Standards and ensure compliance in Scotland
- Ensure Safeguarding on Tennis Scotland website is up to date and relevant
- Conduct inductions for all Tennis Scotland appointments
- Ensure that Tennis Scotland staff receive regular Safeguarding training
- Undertake additional duties as allocated from time to time by the CEO

Person Specification

Previous Experience of:

Demonstrable proven experience in a safeguarding case management role	Essential
Experience of managing and leading volume complex safeguarding cases and conducting thorough risk assessments of criminal record disclosures (ideally experience of Child Safeguarding cases)	Essential
Demonstrable experience of managing multiple complex cases and casework systems	Essential
Expert knowledge of current safeguarding and legislation and guidance across Scotland, England and Wales. Experience of creating Strategic documents and policies.	Essential
Excellent information management skills	Essential
Experience of safeguarding case management in the sports sector	Desirable

Knowledge, Training & Qualifications:

A professional or vocational qualification in safeguarding or related subject	Desirable
PIP Level 2 Qualified Investigator	Desirable
PVG / Safeguarding	Essential
Trained in Achieving Best Evidence (ABE) interviewing	Desirable

Personal Attributes

<i>Teamwork</i>	<ul style="list-style-type: none"> • A great communicator both internally & externally • Always prepared to work collaboratively • Works well as part of a national team, working remotely across large areas • Good at sharing best practice ideas across a wide range of partners
<i>Inclusion</i>	<ul style="list-style-type: none"> • Works openly & honestly in the interest of the team • Will always suggest improvements to ways of working • Will be comfortable challenging groups or individuals to ensure high levels of work • Treats others as you wish to be treated
<i>Ambition</i>	<ul style="list-style-type: none"> • Committed to growing the sport of tennis and padel • Hard working & driven to succeed and achieve our mission • Passionate about developing opportunities
<i>Excellence</i>	<ul style="list-style-type: none"> • Always aims to achieve the best possible outcome • Develops plans based on best practise and previous experience • Seeks support from colleagues to improve outcomes • Will be happy to take the more challenging route if it results in higher quality outputs