

National Safeguarding Officer

Responsible to	Head of Operations
Location	Tennis Scotland, Airthrey Castle, Hermitage Road, Stirling, FK9 4LA
Salary	Up to £30,000 (Depending on experience)

About the role

As part of the Tennis Scotland Operations Team, you will be responsible for managing safeguarding cases and continuously improving standards at venues across Scotland by carrying out auditing and checking compliance. Working in collaboration with the Lawn Tennis Association (LTA) Safeguarding Team and **sportscotland**, you will ensure high standards of safeguarding exist across the sport, both in venues and across the workforce.

Job Description

- Work with Head of Operations to develop and maintain a robust, up-to-date safeguarding case management system.
- Lead on the LTA-aligned Tennis Scotland safeguarding strategy, including policies and procedures.
- Investigate safeguarding cases as directed by the LTA Safeguarding Case Manager, producing reports for relevant bodies and representing Tennis Scotland at strategy meetings.
- 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 Tennis Scotland's Safeguarding Strategy aligns with the national strategy and is compliant in Scotland.
- Deliver the auditing and compliance checking of venues and members of Tennis Scotland to ensure minimum standards are adhered to (the ability to travel is essential).
- Provide support to tennis venues and individuals, including clubs, coaches, welfare officers, volunteers, officials, players and parents.
- Provide high-quality advice, guidance and support for projects and events as required.
- Manage the administration of the Tennis Scotland Safeguarding Committee.
- Act as an ambassador for Tennis Scotland and the sport at key sector events and other networking opportunities.
- Achieve and maintain 100% compliance with standards for child wellbeing and protection in tennis.
- Support the development of the British Tennis Safeguarding Minimum Standards and ensure compliance in Scotland.
- Undertake additional duties as allocated from time to time by the CEO.

About Tennis Scotland

Tennis Scotland is the governing body of tennis and padel 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 focused on growing the sport by making it relevant, accessible, welcoming and enjoyable.

Our plans include: more people playing across clubs and pay-as-you-go facilities, more quality facilities and world-class standards in 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 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.

Why work for Tennis Scotland?

- Be part of growing tennis and padel in Scotland and help shape the sports' future as part of the national governing body team
- Be part of a dedicated and motivated team delivering across participation, performance, facilities, competition and workforce, as well as the corporate functions that support the organisation
- Access to purchase tickets for major tennis events including The Championships, Wimbledon
- Free access to the Metlife Employee Assistance Programme for support on financial, mental and physical wellbeing for you and your family
- Tennis clothing, trainers and equipment is provided to all employees
- Discounts are available for top brands such as AMC and Dunlop
- All staff enjoy an enhanced annual leave allowance
- Flexible working policy
- Work from unique headquarters and enjoy free staff parking within the grounds of the University of Stirling
- Regular staff social events

Person Specification

Previous Experience of:

Demonstrable proven experience in a safeguarding case management role.	Essential
Experience of managing and leading 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 • 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 sports of tennis and padel tennis • 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