

**JOB TITLE:** Lead Safeguarding Officer

**LOCATION:** Home working and expected to travel to UK Athletics, Alexander Stadium, Perry Barr, Birmingham offices as required

**BUSINESS UNIT:** Legal/Integrity

**REPORTS TO:** Chief Operating Officer/General Counsel

**DIRECT REPORTS:** Safeguarding Case Manager, Safeguarding Case Officers, DBS Team

**BUDGET RESPONSIBILITY:** Managing safeguarding budget as agreed

#### **PURPOSE:**

The Lead Safeguarding Officer is accountable for ensuring best in class safeguarding policies, procedures, processes and governance are implemented and operational throughout the sport of athletics in the UK, while managing the safeguarding team and working in collaboration with the safeguarding leads for the four Home Country Athletics Federations (HCAF).

#### **KEY RESPONSIBILITIES:**

- To manage and lead the UK Athletics hybrid safeguarding team.
- Support the implementation of the integrated plan for the sport in the UK, to achieve and maintain a best-in-class status for Safeguarding and Welfare.
- Manage the Case Referral Process and Case Review Process.
- Manage cases of poor practice and abuse reported on behalf of UKA.
- Manage referrals to children's social-care services, relevant agencies regarding adults at risk and the police.
- Central point of contact for internal and external individuals/agencies for safeguarding matters.
- Maintain confidentiality regarding cases.
- Responsible for personal CPD to keep up to date with own knowledge and skills.
- Represent the organisation at external meetings related to safeguarding.

#### **ADDITIONAL RESPONSIBILITIES:**

- Support the licensing of UKA Coaches and Officials process to ensure it is carried out to the highest standard and reporting arrangements are clear, so that problems or concerns are anticipated and addressed.
- Oversee the management of the Disclosure and Barring Service on behalf UKA.
- Manage case referrals, review process and governance regarding UKA Licensed Coaches and Officials.
- Required to travel nationally.

#### **WORKING RELATIONSHIPS:**

- UKA staff.
- HCAF staff.
- Maintain professional working relationships across the athletics network in the UK.
- Maintain links and create a working relationship with each Home Country Athletics Federation Welfare Officer.

Version	Date	Input by	Update by	Status
1	8.2.2021	J Coates, M Munro	R Knibbs	Archive
2	26.1.2023	A Macdonald, M Munro	R Knibbs	Archive
3	11.2.2025	T Solesbury	R Knibbs	Active

- The ability to interact with Local Authority Designated Officers (LADO) and the other statutory agencies.
- CPSU, Children 1<sup>st</sup> and Ann Craft Trust.

## **KNOWLEDGE & SKILLS:**

### Experience:

- Demonstrable professional leadership experience in managing a hybrid team, safeguarding processes, including case management of safeguarding incidents relating to both children and vulnerable adults.
- Possess an in-depth working knowledge and understanding of safeguarding legislation in the United Kingdom.
- Have a sound knowledge of Safeguarding in the sporting landscape of the UK, together with experience and awareness of the Disclosure and Barring System.
- Experience of being able to prioritise work to meet timescales.
- Be able to work in a confidential setting while dealing with sensitive information.
- High knowledge and experience using IT systems including MyConcern Safeguarding software, Office, Excel, Word and PowerPoint.
- Experience of representing organisations with external partners and agencies.

### Skills:

- Able to create effective working relationships.
- Management of administration systems (records) skills.
- Able to provide advice and support skills at all levels across the athletics network.
- Possess intuitive communication skills with the ability to influence when required.
- Ability to develop and produce national level guidance and resources.
- Ability to work with conflict and in emotionally distressing situations.
- Motivated to keep own knowledge and skills up-to-date.

### Knowledge:

- Role and responsibilities of statutory agencies, including Local Safeguarding Boards Planning processes and child-protection and adult at risk enquiries and investigations.
- Behaviour that is harmful to children, thresholds of poor practice and abusive behaviour.
- Boundaries of the lead safeguarding officer role.
- National Governing Sporting Bodies policies and procedures related to safeguarding and protecting children and adults at risk.
- Equality issues relevant to safeguarding.
- Legislation, government guidance and national framework for safeguarding children and adults at risk.
- How adults groom children for abuse.

### Education/Qualifications:

Relevant degree and/or relevant professional level experience and qualifications.

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## EMPLOYMENT BENEFITS:

<b>JOB TITLE</b>	Lead Safeguarding Officer
<b>SALARY BAND</b>	Salary commensurate with experience and qualifications
<b>CONTRACT STATUS</b>	Permanent
<b>ANNUAL PAID HOLIDAY</b>	25 days (plus 8 Statutory Bank Holidays and day off for birthday)
<b>HOURS</b>	35 hours per week on an all-hours basis. Will be required to work evenings and weekends on occasion.
<b>OTHER BENEFITS</b>	<ul style="list-style-type: none"><li>• Membership of Group Personal Pension Plan. Company contribution of 5%, with a personal contribution of 3%.</li><li>• Free private medical care with option of covering family members (after successful probationary period).</li><li>• Life Insurance.</li><li>• Employee Assistance Programme.</li></ul>
<b>NOTICE PERIOD</b>	3 months

**NB:** This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and with consultation can be amended in the light of the changing needs of the organisation.

## EQUALITY, DIVERSITY & INCLUSION:

At UK Athletics we pride ourselves on the nation's favourite Olympic and Paralympic sport with passionate and dedicated athletes and employees. We are committed to creating a diverse and inclusive environment '**where everyone can see themselves and we see everyone**' therefore our recruitment process welcomes suitably qualified and eligible candidates irrespective of their race, sex, religion or belief, sexual orientation, disability, age and other protected status to reflect the diversity of our sport.

UK Athletics is proud to be a **Disability Confident Leader** and will guarantee an interview to any candidate with disability who meets the minimum job criteria, as well as signatories of the **Race at Work Charter**.

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