



JOB TITLE: Safeguarding Manager

LOCATION: Homebased with travel to Head Office with a minimum of 1 day a week in office, Alexander Stadium, Birmingham, day to agreed.

BUSINESS UNIT: Development

REPORTS TO: Head of Safeguarding

DIRECT REPORTS: Safeguarding Case Officers

BUDGET RESPONSIBILITY: None

JOB PURPOSE:

The purpose of the role is to manage and lead on safeguarding case management, ensuring that all safeguarding referrals are case managed and recorded to the highest standards.

Reporting to the Head of Safeguarding the responsibilities will include:

- To be the line manager for the Safeguarding Case Officers.
- Represent UKA at safeguarding meetings, sharing information as appropriate.
- Act as a point of contact for independent investigators and ensure they are passed all relevant information regarding a case.
- Complete actions required by UKA as a result of a statutory recommendations / meetings.
- Keep relevant parties updated on cases and suspensions.
- Manage an allocated caseload and progress cases to their full conclusion within the timescales agreed.
- Ensure all actions from the Case Management Group are actioned within timescales.
- Case management of safeguarding referrals relating to both children and adults
- Provide reports and information to the Head of Safeguarding working together with HCAF and Safeguarding Team.
- Be able to work in a flexible and supportive manner.

KNOWLEDGE & SKILLS:

Experience:

- Previous experience of responding to and investigating safeguarding concerns and referrals.
- Previous experience of undertaking or involvement in significant case reviews.
- Knowledge of the statutory framework in relation to safeguarding children and adults.
- Understanding of the processes in place for reporting safeguarding concerns to statutory agencies and UK Athletics.
- Experience of working on complex investigations.

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- Understanding of LADO process
- Knowledge of DBS (or similar) processes.
- Experience in the preparation of an investigation report following the conclusion of a review.
- Experience of working with victims or survivors of abuse and adults with mental health problems.
- Experience of line managing a team.

Skills:

- Experienced Investigative interviewer.
- Ability to undertake an investigation review within appropriate timescales.
- Ability to assess and analyse a variety of evidence both written and in other forms.
- Ability to record decisions and the reasons behind them.
- Ability to work alongside others and liaise with professionals including the police and statutory agencies.
- Ability to present evidence to case reviews and disciplinary proceedings.
- Ability to identify risk and problem solve to mitigate or reduce risk.
- Ability to work under pressure and to meet deadlines.
- High level of integrity and trust, with the ability to deal with sensitive and confidential matters.
- Robust and accurate record keeping.
- Competence in the use of IT tools including spreadsheets, databases, email and word processing.
- Excellent written and spoken communication skills.

Education/Qualifications:

- Sufficient educational attainment to demonstrate ability to carry out the role to the required standard.

JOB TITLE	Safeguarding Manager
SALARY BAND	£40,000.00 per annum
CONTRACT STATUS	Permanent
ANNUAL PAID HOLIDAY	25 days (plus 8 Statutory Bank Holidays and day off for birthday)
HOURS	35 hours per week. However, out of hours and weekends may be required due to the nature of the sport.
BENEFITS	<ul style="list-style-type: none"> • Membership to Group Personal Pension Plan with company contributions. UKA contributes equivalent to 5% of annual salary with personal contribution of 3%. • Free private medical care with option of covering family members (after successful probationary period). • Life Insurance. • Employee Assistance Programme.
NOTICE PERIOD	12 weeks

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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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