



Bowls Development Alliance

JOB DESCRIPTION

JOB TITLE:	Safeguarding Officer (Part Time – 2 days)
SALARY	£10,000 (£25,000 FTE)
HOURS	2 days per week (14 hours)
RESPONSIBLE TO:	Business Operations Manager
LOCATION:	BDA Head Office in Melton Mowbray but flexible working arrangements can be considered. National travel may also be required on occasion.
DURATION:	This post is on a fixed term basis until March 31 st 2022 and is subject to annual confirmation of a Sport England funding award.

MAIN PURPOSE OF THE JOB:

To play a lead role in the provision of safeguarding children and supporting adults at risk across the sport of Bowls, working closely with the NGB Safeguarding leads and the Safeguarding in Bowls panel.

MAIN DUTIES AND RESPONSIBILITIES:

1. Working with the NGB Safeguarding leads, support the delivery and implementation of the safeguarding policies and procedures within the sport of Bowls.
2. Support the development of safeguarding resources and content for clubs and volunteers, working alongside the BDA Education Officer.
3. Oversee the administration of the Safeguarding Steering Group.
4. Support the NGB Safeguarding leads with initial investigation of all safeguarding cases and refer to the Safeguarding Case Management Group as required.
5. Support the NGB Safeguarding leads in managing any referrals to children's and social care services and the police.
6. Represent the organisation at external meetings related to safeguarding, including the NSPCC/CPSU/Ann Craft Trust safeguarding lead officers' meetings.
7. Provide safeguarding advice to Coach Bowls to support the development of their training.



8. Advise on the organisation's safeguarding training needs and the development of its safeguarding training strategy.
9. Support the Safeguarding Case Management Group with all meeting arrangements, logistics and support the communication of all decisions of any risk management actions.
10. Play a lead role in maintaining and reviewing the organisation's Safeguarding Action Plan.
11. Ensure safeguarding standards are met and maintained.
12. Keep own knowledge and skills up to date.
13. Support the Business Operations Manager with the coordination and dissemination of safeguarding policy, procedures, and resources throughout the organisation.
14. Develop and maintain effective working relationships with key staff members across all bowls NGBs and partnership organisations.
15. To comply with all company policies and procedures, including Safeguarding, Equal opportunities and Health and Safety regulations.
16. To support the work of the BDA team and contribute to its overall success.
17. Any other duties deemed appropriate to the post by the line manager.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Good knowledge of legislation, government guidance and national framework for safeguarding children and adults at risk. • Good knowledge of legislation, government guidance and national framework for vulnerable adults. • An understanding of the needs of sports clubs and the challenges that they face. • Ability to develop and review national level policy, guidance and resources. • Experience of working with volunteers. • Knowledge and awareness of adults at risk and disability agendas and how to 	<ul style="list-style-type: none"> • Experience working in a matrix stakeholder environment. • Track record of meeting targets, ideally in the sport sector. • Knowledge and understanding of data collection. • Experience of project management techniques. • Understanding of the principles of equality and safeguarding in a sporting environment. • Evidence of having worked with disabled participants. • Ability to drive and support implementation of strategies and programmes across the sport to ensure



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	<p>apply appropriate safeguarding processes for these groups.</p>	<p>appropriate working practices are embedded.</p>
<p>Education and Training</p>	<ul style="list-style-type: none"> • Relevant training/qualifications in safeguarding environment. • A commitment to continued professional development. • Competence in common IT applications including, word processing, spreadsheets, databases, e-mail and powerpoint. 	
<p>Special Aptitudes</p>	<ul style="list-style-type: none"> • The ability to work appropriately on own initiative and as a member of a team. • Excellent communication and interpersonal skills to include influencing. • Ability to prioritise and work to deadlines. • Ability to lead as well as support projects. • Flexible outlook, able to adjust to changing priorities and focuses. 	<ul style="list-style-type: none"> • Knowledge and understanding of equality and diversity.
<p>Other Considerations</p>	<ul style="list-style-type: none"> • Passionate about sport. • A willingness to work occasional evenings and weekends. • Able to travel independently across the country. • Full UK driving license. • Willingness to undergo an eligible DBS check (Basic or Enhanced) should it be deemed necessary. 	<ul style="list-style-type: none"> • A personal commitment to promotion of sport and active recreation.