



## Job description

<b>Job title:</b>	Safeguarding Lead
<b>Salary:</b>	c£40k
<b>Accountable to:</b>	Director of Operations
<b>Accountable for:</b>	Safeguarding Support Officer
<b>Location:</b>	Home based (UK) with regular travel across Scotland, England & Wales. Occasional international travel.
<b>Hours:</b>	35 per week

### Context

As Special Olympics GB Safeguarding Lead, you will take responsibility for the development and delivery of Special Olympics GB's strategic and operational objectives relating to Safeguarding.

You will be part of a high performing team to drive impact and change within the Special Olympic GB networks. You will provide both operational and strategic input and support to grow robust safeguarding policies, procedures and framework for our membership across Great Britain, those in the National Office team, and other stakeholders. You will be accountable for driving a positive and effective safeguarding culture across Special Olympics GB.

You will develop impactful relationships and partnerships with local, regional and national agencies and national governing bodies of sport, that will allow capacity and capability to be developed. As Safeguarding Lead, you will design, develop and implement an effective and robust safeguarding framework across Great Britain.

You will be part of the drive to ensure that safeguarding services are offered to the highest standard and that the organisation runs smoothly, efficiently and economically in line with current sector standards of compliance and good practice.

You will work alongside, support and be accountable to the Director of Operations and will have line management responsibility for the Safeguarding Support Officer. You will play an important part in shaping the delivery operations of capability and capacity building, actively supporting and implementing the Special Olympics GB strategic plan.

## **Main Areas of Responsibility**

- Continually assess, implement and maintain a high-quality and fit-for-purpose operational safeguarding framework in GB that promotes safety, sustainability, growth and development.

## **Key responsibilities:**

- Analyse current safeguarding operations across GB at local, regional and national level to ensure high quality, safe & fit-for-purpose opportunities can be provided for our athletes, volunteers and staff.
- Lead the development and implementation of a fit-for-purpose Safeguarding Strategy and Framework for regions, networks, clubs & programmes, staff, and other stakeholders across Great Britain.
- Lead the implementation of an effective safeguarding support model that ensures that all networks, regions, clubs and programmes have appropriate support from National Office.
- Provide oversight of all safeguarding matters within Special Olympics GB acting as a point of contact and a source of support, advice, challenge and expertise.
- Ensure the effective management, resolution and closure of cases and incidents in a timely and effective manner, liaising with appropriate agencies and making referrals as necessary and in line with thresholds.
- Ensure that all case files, paperwork and the online case management systems are kept up-to-date and include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; note of any action taken, decisions reached and the outcome; and ensure access is restricted as appropriate.
- Actively participate in internal and external meetings including Incident Management Group (IMG) and Multi-Agency meetings.
- Understand the importance of information sharing with safeguarding partners, other agencies, organisations and practitioners whilst maintaining confidentiality when appropriate.
- Create specialist teams for all National and International events and competitions covering all elements of safeguarding and welfare.
- Lead on the development and implementation of minimum operating requirements for National Office, region, network, club and programme delivery across GB, and implement a quality assurance process in relation to all things safeguarding and welfare including safer recruitment practices.
- Support with the risk assessment of Special Olympics GB activities and the assessment of support needs for Special Olympics GB athletes ensuring they are comprehensive and of a high standard.
- Develop and implement all safeguarding policies and procedures and ensure policies are reviewed as required and procedures and their implementation are updated and reviewed on an ongoing basis.
- Lead the development and implementation of safeguarding education and training opportunities for staff, athletes and volunteers ensuring that our people are appropriately skilled and have access to and understand all policies, procedures, materials and systems.
- To align Special Olympics GB's safeguarding practices with national safeguarding agencies to ensure they are compliant with national standards and ensure these are kept up-to-date and relevant.
- Play a key role in network and infrastructure development with key partners across GB.
- Analyse current safeguarding operations across GB at local, regional and national level to ensure high quality, safe & fit for purpose opportunities can be provided for our athletes.
- Manage Special Olympic GB's response to quality assurance and audit processes, including any external framework audits.
- Produce reports and information as required.

- Support the commission and management of external agencies to carry out independent investigations or reviews as and when required.
- Work closely with relevant agencies, National Governing Bodies of Sport and other national and regional organisations to ensure the Special Olympics GB Safeguarding Strategy and Framework are compliant and are up-to-date within evolving national context.
- Liaise with Special Olympics Europe Eurasia (SOEE) and Special Olympics International (SOI) regarding safeguarding frameworks, and play a key role in positioning Special Olympics GB as a key safeguarding partner in the global Special Olympics movement.

### **Business planning and teamwork**

- Contribute as a member of the Special Olympics GB National Office team to organisational development and the culture of learning and development.
- Responsibility for the day-to-day management, leadership and motivation of direct reports including setting objectives, professional development and performance management.
- Ensure direct reports are supported to take ownership for individual work plans.
- Work to support, where appropriate, the wider team with income generation to assist with the delivery of effective safeguarding development at local, regional and national level.
- Prepare detailed work plans and budgets for the specific areas of safeguarding development and ensure compliance and due diligence in line with charity and safeguarding legislation.
- Support the capture of impact and insight data (quantitative and qualitative) for all work areas within the responsibility of the post.
- Carry out appropriate reporting against KPIs within the Special Olympics GB Strategic and Operational Plan.
- Maintain an excellent knowledge of Special Olympics GB's activities, programmes and projects.
- Represent Special Olympics GB at events, meetings, and external engagements as required.
- Stay up to date with industry trends, attending relevant training and professional development opportunities when and if required, budget dependent.
- Be responsible for autonomously leading your area of work.
- Comply with and work within Special Olympics GB's policies and procedures.
- Any other duties as required to fulfil this role and the needs of Special Olympics GB.

*This job description is intended to be a basic guide to the scope and the responsibilities of the post and is not exhaustive. There may be other duties required of the post holder commensurate with the role. It will be subject to regular review and amendments as necessary, in consultation with the post holder.*

### **Person specification**

#### **Experience and knowledge**

- Safeguarding management within a comparable organisation and industry.
- Industry orientated qualification or substantial evidence to demonstrate effective delivery and management of safeguarding.
- Knowledge of the sporting landscape across GB and understanding of the requirements of athletes with an intellectual disability would be an advantage.
- Leadership and influencing experience with the proven ability to shape and lead positive cultural change.
- Evidence of growing and developing safeguarding endeavours with a strong track record of sustainable impact and mitigation.
- Proven experience in analysing complex and sensitive information, assessing risk and advising appropriately.
- Experience of successful capability and capacity building at local, regional and national level.

- Experience of project measurement and management.
- Experience of managing contracts, budgets and reporting systems.
- Demonstrable evidence of leading development and implementation in complex environments.
- Can demonstrate experience of calm management of workstream.
- Excellent knowledge and understanding of relevant safeguarding legislation and guidance.
- Excellent knowledge and understanding of relevant data protection legislation and regulations including the Data Protection Act 2018 and UK GDPR.

#### **Skills and Abilities**

- Ability to inspire and motivate others.
- Ability to articulate a vision and translate this to operational objectives.
- A proven ability to maintain the highest standards of confidentiality and to work sensitively.
- Planning and organising skills in order to produce operational plans, manage projects and establish appropriate organisational business processes.
- Ability to work effectively under pressure and under scrutiny.
- Empathy and social skills in order to build effective working relationships with others.
- Effective negotiating, influencing and persuasion skills.
- Excellent oral, written communication and presentation skills including the ability to present in public with gravitas.
- Effective and proactive problem solver.
- Outstanding interpersonal skills with a proven track record of listening, communicating and engaging clearly and effectively across all stakeholder groups.
- Ability to keep detailed, accurate and secure records of concerns, referrals and to understand the purpose of this record keeping.
- Effective team-working and collaboration skills.
- Financial and business acumen with experience of budgeting & forecasting.
- Ability to lead and enthuse people and organisations outside direct sphere of influence.
- Excellent IT skills and the use of business technology.
- Impartiality.
- Able and willing to travel across GB and internationally when required.