



## British Orienteering – Lead Safeguarding Officer

British Orienteering is the national governing body for orienteering in the United Kingdom and is looking for a new member of the team.

**Location:** Home working with expectation to work from British Orienteering's Head Office in Matlock, Derbyshire, when required.

**Reports to:** Club Support Manager

**Contract:** 0.4 - Two days per week (Flexible days) Fixed-term until 31 March 2027 (the post is dependent on Sport England funding)

**Salary:** £29,000 FTE, with auto-enrolment employer contribution pension, cycle-to-work and tech schemes

**Note:** British Orienteering is also advertising for a three day a week development officer and will consider applicants interested in taking both roles on a full time basis

### Purpose of the Role

Your principal role will be to manage all safeguarding and child protection concerns in a timely manner in line with British Orienteering's policies, procedures and guidance.

You will provide support to members, clubs and associations to help create a safe and enjoyable environment where everyone understands their safeguarding responsibilities.

You will be responsible for delivering the sports Safeguarding Action plan and working alongside partners such as the Child Protection in Sport Unit and Ann Craft Trust to review and develop our policies in line with the latest legislation whilst maintaining our framework successes.

We expect you to have experience of working in a safeguarding environment, ideally within a sports or leisure organisation. An understanding of orienteering would be beneficial but not essential.

You will have a passion for sport and contribute to the development of wider participation initiatives in Orienteering.

### Job Description

#### Lead Safeguarding Officer

- Assist the team in driving the delivery of British Orienteering's mission and strategic plan.
- Shape the strategic direction of Safeguarding in the sport.
- Lead on all Safeguarding concerns and complaints ensuring an appropriate and timely response.
- Support in the development and delivery of Safeguarding plans to embed a safeguarding culture at all levels of Orienteering.
- Lead the implementation of British Orienteering's Safeguarding Policy.
- Lead on the implementation of the Diversity Action Plan.
- Liaise with key national partners, such as the Child Protection in Sport Unit and Ann Craft. Trust to review and develop our policies in line with the latest legislation whilst maintaining our framework successes.

#### Investigations

- Lead investigations on behalf of British Orienteering, including conducting interviews.
- Assess cases and determine the most proportionate course of action.
- When required, work closely with external investigators and other partners.

- Record all cases accurately to enable analysis and review of cases.
- Support British Orienteering’s Case Management group, to utilise their experience and achieve appropriate decisions on cases.

### Development, training and support

- Work with the development team to provide support for clubs and participation initiatives outside of the safeguarding remit.
- Work with the Communications Officer to deliver appropriate communications and raise the profile of Safeguarding within our clubs.
- Engage with members of all ages to ensure their voice is heard and support and training is delivered appropriate to the audience.
- Ensure the appropriate Safeguarding checks processes (e.g. DBS) are maintained and up to date.

Person specification	DESCRIPTION
<b>1. Qualifications</b>	
Essential	Full Current Driving Licence with the ability to attend remote locations. A relevant degree-level qualification or with relevant experience in Safeguarding in sport.
Desirable	Qualification(s) or relevant work-based experience in relation to Sport development and / or business planning experience.
<b>2. Experience</b>	
Essential	Experience of working in a safeguarding and in case management. Experience of supporting systems and contributing to the development of policies, training and delivery. Experience of working with partners and agencies to achieve goals.
Desirable	Knowledge and understanding of how sports organisations operate, with an ability to demonstrate your contribution towards their success.  Experience in setting goals, targets and measures, and implementing subsequent implementation plans.
<b>3. Knowledge</b>	
Essential	Knowledge of case management processes and ability to manage a concern from disclosure to conclusion. Experience of building trust and strong relationships
Desirable	Knowledge and understanding of the wider current sporting participation scene of the target demographic.  Knowledge of the Sport Welfare Officers and how this network can support this role.  Understanding of Orienteering / the role of a National Governing Body and our current competition offers.
<b>4. Skills, abilities and attitudes</b>	
Essential	Passionate about safeguarding and increasing participation in sport. A positive ambassador for the sport, enthusiastic, energetic and approachable to internal and external stakeholders.

Person specification	DESCRIPTION
	<p>Ability to 'sell' orienteering activities and events to new participants and partners and effectively collaborate with external organisations to do so.</p> <p>Excellent IT, with marketing and content creation skills an advantage.</p> <p>Ability to effectively prioritise and plan one's own workload and remain outcome orientated, meeting deadlines.</p> <p>Ability to be flexible and adaptable to change.</p> <p>Self-motivated and able to work independently.</p> <p>Excellent interpersonal skills and ability to communicate effectively with a wide range of people in a positive and constructive way.</p> <p>Excellent organisational and administrative skills.</p> <p>The ability to be flexible, and adaptable in performing tasks considered commensurate with the role.</p> <p>Able to attend occasional evening and weekend meetings or events.</p>
Desirable	Excellent influencing skills
<b>5. Other notes</b>	
	<p>All employees will be expected to support the wider team when required and attend our major events.</p> <p>There will also be a requirement to attend relevant partner events as and when they occur.</p> <p>Making suggestions to improve the working situation within their area of work and in British Orienteering in general.</p> <p>Cooperating with measures introduced to ensure there is equality of opportunity in employment and equality.</p> <p>Complying with all aspects of British Orienteering's Health &amp; Safety Policy, Safeguarding Policies (Child &amp; Adults at Risk) and Welfare arrangements.</p>

## How to apply

To apply please enclose a CV and covering letter of no more than two pages of A4 to [recruitment@britishorienteering.org.uk](mailto:recruitment@britishorienteering.org.uk)

Closing date: **17:00 on Wednesday 23<sup>rd</sup> April 2025.**

Interviews will take place on **Tuesday 6<sup>th</sup> & Wednesday 7<sup>th</sup> May 2025**

For more information, please contact the national office on 01629 583037 or Peter Brooke on 07540 150963.

This job description is not intended to be regarded as inclusive or exhaustive and will be amended considering the changing needs of British Orienteering.