

Role Profile

Job Title:	Safeguarding & Compliance Advisor
Salary/Banding:	3
Role Holder:	
Department:	Corporate Planning & Standards
Location:	Lilleshall
Reporting to:	Equality & Standards Manager

Role Summary:

The overall purpose of this role is to ensure that British Gymnastics and those affiliated meet the national standards for safeguarding and protecting children in sport; to conduct risk assessments of all referred cases and ensure those cases are processed according to BG policies and procedures; to provide industry specific expertise and guidance and ensure BG is kept up-to-date with regard to relevant changes in legislation; and to support the development of a programme of education and training for BG members, staff and volunteers.

Main Areas of Responsibility:

1. Leading on the development of/supporting robust and effective Case Management

Typical Activities:

- Providing initial consideration and management oversight of all allegations concerning child protection that come to the attention of BG; conducting a risk assessment of cases upon arrival into the office; creating a strategy/plan of action for each case; and where appropriate providing expert advice/recommendations for the handling/direction of cases
- Ensuring all cases are processed according to BG policies and procedures; questioning, assessing and verifying referrals to strategy agencies
- Continually reviewing the progress of each case; ensuring case management timescales and policy for disciplinary and appeals processes are strictly adhered to; 'signing off' on cases/projects when appropriate
- Where appropriate i.e. when workload dictates or for periods of absence, sharing the case workload with the Safeguarding & Compliance Officer, conducting day-to-day case investigation actions etc.
- Supporting the department with industry specific expertise and guidance, advising and supporting colleagues as appropriate e.g. advising/overseeing all sensitive communications from the department
- Continually reviewing and developing the department systems and processes for case handling and assessment; introducing/developing a robust system of case prioritisation/ranking/grading; ensuring adherence to relevant legal frameworks e.g. Data Protection Act & Human Rights Act
- Co-ordinating the appointment and management of Investigating Officers; actioning contracts for services, acting as their first point of contact, and reviewing their case work/service provision
- Creating a strategy plan for positive DBS certificate returns.

Success Measures:

- Evidence of effective case management, including the timely risk assessment of all referrals and production of strategies/action plans
- Compliance with BG policies and procedures
- Evidence of regular, dynamic and systematic assessment of all in-progress cases
- Evidence of effective system and process review and development, colleague mentoring, knowledge transfer etc.
- Feedback from line manager, colleagues, investigating officers, strategy agencies, stakeholders and members.

2. Contribute to the review and development of effective policies and procedures.

Typical Activities:

- Ensuring that the organisation is kept up-to-date with regard to relevant changes in legislation, best practice and current thinking for all compliance areas
- Co-ordinating regular reviews of compliance policies; making informed recommendations to the line manager/Ethics & Welfare Committee
- Where appropriate/approved, issuing and implementing policy updates and developing/disseminating associated guidance information
- Representing BG at NSPCC/CPSU/external partner strategic meetings to support the implementation of national strategy for safeguarding; keeping line manager and all relevant colleagues informed accordingly.

Success Measures:

- Evidence/value of recommendation/application of best practice
- Evidence of recommendation/application of compliance with changes in legislation
- Evidence of effective support and guidance to colleagues and members
- Attendance and contribution at external meetings
- Feedback from line manager, colleagues, external partners etc.

3. Contribute to the development of a programme of education & training for BG members, staff & volunteers.

Typical Activities:

- Advising on the organisations child protection training needs and development of its training strategy, systems and resources for the effective delivery of Safeguarding training and education to the wider BG community; looking to other sports and organisations for examples of best practice
- Contributing to the development and review of the department education and training systems and resources for informing BG staff, volunteers and members on all ethics & welfare, safeguarding and compliance issues
- Regularly reviewing the department education and training systems to ensure effective implementation of BG policies
- Acting as the department lead consultant in relation to cross functional working groups e.g. eLearning project team
- Supporting Club Welfare Officers to fulfil their roles and responsibilities and where appropriate, responding to their general welfare queries.

Success Measures:

- Evidence/value of advice and guidance in relation to the development and delivery of training and education strategy, systems and resources, for BG staff, members and volunteers, across all areas of compliance
- Feedback from line manager, colleagues, members and stakeholders.

Role Requirements:

1. Knowledge, Skills and Expertise

This role requires the holder to have technical expertise in relation to Safeguarding, Child Protection, Ethics and Welfare, including all current legislation. It is anticipated that the role holder will have experience in structured case management or complaints handling in relation to misconduct; conflict resolution and dealing with sensitive issues; policy review and consultation; the design/delivery of training interventions; and be educated to Degree level or equivalent in Social Work, Legal Practice or other relevant field of work.

Ideally the role holder will have current knowledge/understanding of child protection practice and/or management within sport.

In order to be effective in this role the holder will need to be non-judgmental, honest, open, factual, confidential, sensitive and analytical; able to collect and collate information for cases ranging from sensitive to harrowing; be customer focussed and able to network and build trustworthy relationships with a range of individuals; be happy to work within a legislative/regulated framework requiring continual professional development to remain up-to-date; be well organised and methodical and have good IT skills/the ability to support their own administration.

2. People

This role requires the role holder to share/transfer specialist knowledge with colleagues and clubs, and provide direction/supervision to colleagues and a network of industry professionals engaged in specific case investigations, reviews and/or meetings.

3. Shaping Direction

This role requires the holder to plan their own workload, whilst responding effectively to unplanned case referrals; and following systematic risk assessment, plan and prioritise the strategy and action plan for each case.

In addition, the role holder is required to monitor in-progress cases; changes/developments to relevant legislation, regulations and best practice; the effectiveness of policies and procedures; and the effectiveness of education and training provision relevant to the department.

4. Developing Solutions

This role requires the holder to use their initiative to resolve problems and challenges on a daily basis, including: conducting risk assessments e.g. what specifically is the allegation, what is the potential impact, how should it be dealt with, who should be involved etc; how best to share knowledge and information to improve the general level of understanding of safeguarding legislation and regulations etc.

In the main solutions are determined by legislation, regulations, policies and procedures.

5. Decision Making

This role requires the holder to make decisions in relation to their own work and the strategy/action plan for each safeguarding case/allegation. Whilst the role holder will be expected to inform and guide disciplinary hearings/actions, it is not part of the job or the nature of the work to be the decision maker in relation to allegations and sanctions.

In addition, this role requires the holder to make a number of recommendations in relation to the development of policies and working practices; the impact of changes in legislation and associated requirements; the development of education and training strategy, systems and resources; and other best practice methodology.

6. Communicating

This role requires the holder to communicate with a broad spectrum of internal and external people/bodies, ranging from exchanges of information to presenting written reports that can be relied upon in a Court of Law.

To be effective the role holder will require advanced communication skills (including being an effective listener) for assessing risks; addressing sensitive issues; writing concise and factual reports, case notes and letters; leading meetings and note taking at disciplinary hearings; training/mentoring individuals and groups; working in cross functional project teams and representing BG at external meetings.

The greatest communication challenge for the role holder is to remain impartial, non-judgmental and fair with all parties, in all case management dealings.