

## **Volunteer County Safeguarding Officer**

*Make a difference with Northamptonshire Tennis*

### **Northamptonshire Tennis has a vacancy for the role of **County Safeguarding Officer (CSO)****

#### **Who are we?**

Northamptonshire Lawn Tennis Association is the governing body for tennis in the County. We are run by a volunteer Management Committee - a friendly team of volunteers who love the sport of tennis and are happy to help with the running of tennis activities across the County. For example, we work with clubs and venues on safe and welcoming opportunities for everyone to play, we organise competitions and tournaments, we promote coaching across the county, and we support our county level players, both juniors and seniors. And of course, we have a general mission to increase access to tennis for everybody.

The vision and mission of Northants Tennis are aligned with those of the LTA; Tennis Opened Up and to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. We work closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join Northamptonshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equity, diversity and inclusion into all work and functions.

We have the aim of converting to a Charity (CIO) soon and it is anticipated that the successful applicant would be invited to become the Safeguarding Trustee. Training and support will be provided for this position.

#### **What's the role?**

The successful candidate would join the current Management Committee and be responsible for promoting and embedding a culture of safeguarding in the county and act as a point of contact for the County and between the Regional Safeguarding Officer and the LTA Safeguarding Team. The CSO would ensure that the County is fully compliant with the Safeguarding requirements for LTA County Associations and review and update all policies on a regular basis, ensuring County coaches and the Management Committee are aware with correct policies and procedures. In addition, the successful candidate will assist in supporting registered venues to put in place procedures to safeguard children (U18), adults and engage with venue Welfare Officers.

#### **Key aspects of the role would require:**

- Attending County committee meetings per year (normally four)
- Attending the LTA Safeguarding conference and other forums as required
- Completing the LTA safeguarding course (3 hours)
- Holding a current enhanced DBS/ applying if not currently held
- Engaging with venues and Welfare Officers on safeguarding matters and updates
- Encouraging registered venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies & codes of conduct and signposting to local courses

- Reviewing and updating county safeguarding policies and checklists on a regular basis to ensure compliance with LTA safeguarding guidance
- Relaying communications from the LTA safeguarding team to the management committee

## **Do I need any specific skills?**

### **Person Specification**

We are looking for someone who can promote safeguarding and will bring teamwork, integrity, and excellence in their work. Previous experience could include:

- Current Venue Safeguarding Officer
- Working with tennis venues
- Working with volunteers
- Working with children
- Work within safeguarding/adults at risk

### **Personal Attributes**

- Child and adult at risk focused approach
- Able to record information accurately and clearly
- Ensure discretion and confidentiality when required
- A good listener
- Communication and administration skills i.e. word/email
- Approachable & trustworthy
- Engaging and supportive
- Able to resolve conflict calmly
- Professional and helpful

### **Expenses**

Reasonable expenses associated with the role can be reimbursed.

### **Recognition**

A volunteer reward and recognition scheme is in place

### **Location**

The role of the County Safeguarding Officer (CSO) lead will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.

If you are interested in this role, please send a covering email and short CV including details of previous experience to us at [admin@northantstennis.co.uk](mailto:admin@northantstennis.co.uk) and we'll get back to you.