



TABLE TENNIS ENGLAND RECRUITMENT PACK

Safeguarding & Disciplinary Officer

THE ROLE

Title: Safeguarding and Disciplinary Officer

Status: Permanent

Department: Operations

Remuneration: £22-25kpa

Reports to: Safeguarding Manager

Direct reports: None

Location: Head Office, Milton Keynes

Closing date: 13th August 2023

SUMMARY:

Supporting the work of Table Tennis England's Safeguarding and Disciplinary Manager who is also the sport's Designated Safeguarding Lead. The postholder will assist and support the work of the safeguarding team in putting into place the procedures to safeguard children and adults at risk in addition to managing and investigating, where required, the reporting of concerns. Part of the role will involve working with the Performance Team and include chaperoning duties on occasions. The person will also assist in managing the disciplinary process.



THE ROLE

RESPONSIBILITIES:

- Working with the Safeguarding and Disciplinary Manager to create a positive, child centred environment within table tennis.
 - Undertake the role of Deputy Designated Safeguarding Officer and a member of the Case Management Group.
 - Agree to implement, promote, and uphold Table Tennis England's Safeguarding Guidelines, policies, reporting and recording procedures.
 - Assist the safeguarding team to fulfil their responsibilities to safeguard both children and adults at risk in table tennis.
 - Maintain Board safeguarding and disciplinary logs to report to the Board and any other relevant parties as requested.
 - Help to manage cases of poor practice and abuse reported to Table Tennis England including keeping the data management system records up to date, including low level concerns log
 - Working with the Safeguarding and Disciplinary Manager to manage referrals to the Local Authority Designated Office, children's social care system, the police and any other statutory agencies as may be required.
 - Support the Safeguarding and Disciplinary Manager in the management of DBS checks and processes
 - Proactively manage the coaching license requirements
 - Record and provide minutes for Disciplinary Committee meetings and panel hearings.
 - Ensure the proactive management of the CPSU & Ann Craft Trusts framework criteria and adherence to
 - In the absence of the Safeguarding and Disciplinary Manager to be the central point of contact for all internal and external individuals and agencies also representing Table Tennis England at any external meetings relating to safeguarding.
 - Support the Safeguarding and Disciplinary Manager in providing advice and support to club welfare officers.
 - Embed Safeguarding into the daily practise of the sport
 - Assist in the development of a training needs plan across the organisation including providing training if needed.
 - Work with the Clubs & Leagues Area Managers to ensure Clubs are adhering to safeguarding through the Clubs Checklist and log results and follow up on any actions
 - Support and deliver the development of Safeguarding webinars and training
 - Working with the safeguarding team to review all policies and processes on an annual basis or as required including the safeguarding implementation plan.
 - Support the Safeguarding and Disciplinary Manager to ensure that all safeguarding and adults at risk standards are met and maintained.
 - Work with the Safeguarding and Disciplinary Manager to ensure all staff involved in the performance programme comply and adhere to agreed safeguarding practices and support the team to achieve this outcome. This may, from time to time, require the officer acting in the role of chaperone to the players and travelling to events and training camps with the squads both within the UK and abroad.
 - Attending training as required for ongoing development and to support the organisation
- **Other duties as may reasonably be required from time to time commensurate with the business of Table Tennis England policies and procedures at a national level.

THE ROLE

SKILLS AND ABILITIES:

- Child focused approach
- Excellent administration and computer skills
- Good communication skills including a knowledge of social media
- An ability to maintain records
- An ability to develop Table Tennis England's policies and procedures at a national level.
- Influencing skills
- Ability to work with conflict and emotionally distressing matters
- Ability to promote and demonstrate anti-discriminatory practice
- Respects working in an organisation that values and promotes diversity, equity, inclusion

BEHAVIOURS:

- Passion & Drive
- Resilience
- Curiosity
- Gratitude & respect
- Adaptability
- Self-management

KNOWLEDGE:

- The roles and responsibilities of the statutory agencies in terms of safeguarding the welfare of young people and adults at risk
- Table Tennis England's role and responsibilities in terms of safeguarding both children and adults at risk
- Table Tennis England's Safeguarding Guidelines, policies, and reporting processes
- Awareness of the process for managing and safeguarding young people and adults at risk including the reporting procedures
- Knowledge of government guidance and core legislation
- Background knowledge or awareness of the principles of safeguarding





HOW TO APPLY

YOUR APPLICATION AND THE RECRUITMENT PROCESS

Please find below details of the selection process, to assist you in completing and tailoring your application:

If this exciting position appeals to you, you should submit:

1. An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages, however, please ensure you represent your skills, experiences, and achievements;
2. A covering letter detailing what you think you can bring to the role and why it appeals to you – we recommend that this is no longer than two pages;

Please send your CV and covering letter to – hr@tabletennisengland.co.uk

Closing date – applications should be received by midnight on 13th August 2023

For an informal discussion about the role, please contact Judy Rogers, Safeguarding and Disciplinary Manager - judy.rogers@tabletennisengland.co.uk

Table Tennis England is proud of our commitment to equal opportunities:

Table Tennis England is committed to becoming a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation, most specifically.

Table Tennis is committed to the full inclusion of all qualified individuals. As part of this commitment,

Table Tennis England will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, please contact Sue Wressell, EA to the Chief Executive – tel. 01908 20892 - or by email sue.wressell@tabletennisengland.co.uk



Table Tennis England



tabletennisengland.co.uk

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