



TABLE TENNIS ENGLAND RECRUITMENT PACK

Safeguarding and Governance Officer



OCTOBER 2025

 tabletennisengland.co.uk

ABOUT US

WHO WE ARE

We are the National Governing Body for table tennis in England with a team of 40+ staff; we are also appointed by Great Britain Table Tennis to lead the operational delivery of the GB Performance Programme which is solely focused on preparing athletes to represent Great Britain at the Olympic Games.

OUR PURPOSE

To host generations of players at our table.

OUR VISION

To be a table tennis nation, competition for all.

OUR STRATEGY

[Table Tennis United](#) is the blueprint for table tennis in England and sets out our bold ambitions through four Pledges:

1. Table tennis will be a thriving community - a sport for everyone with no barriers to taking part

- a. Working in partnership
- b. Growing a grass roots workforce
- c. Participation with a purpose
- d. Competition for all

2. Culture change across the pathway that inspires world class performances and medal success

- a. World class pathway
- b. World class behaviours
- c. World class environments

3. Connection across the table tennis community

- a. Building our digital capability
- b. Staging fantastic events
- c. Developing our partners

4. A high performing organisation that is not just fit for today but is fit for the future

- a. A powerful culture
- b. Tackling inequalities
- c. Investing in people
- d. Influencing our partners
- e. Inspiring change
- f. Growing our owned income

In line with our Level the Table strategy, 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, namely candidates who identify with different gender attributes, from an ethnically diverse background and/or individuals with a disability or long-term health condition, and/or those at any stage of their career.

Should you require assistance with the application process, please contact HR and we will make every effort to meet your specific requirements. Table Tennis England operates under the Disability Confidential Scheme.



THE ROLE

Title: Safeguarding and Governance Officer

Status: Full-time

Remuneration: £32k - £35k pa dependent on experience

Location: Hybrid – with 2 days per week in our Milton Keynes Head Office

Department: Operations

ROLE PURPOSE:

Reporting to the Governance Manager, the Safeguarding and Governance Officer will be a key member of the Operations Team. The role of the Safeguarding & Governance Officer is to support the work of Table Tennis England's core governance and will be the Designated Safeguarding Lead. The postholder will be the primary contact for safeguarding within the organisation ensuring that procedures are in place to safeguard children and adults at risk in addition to managing and investigating any reported cases or reporting of concerns. Part of the role will involve working with the Performance Team, to ensure compliance to relevant governance requirements. The person will also assist in other governance areas such as DBS, disciplinary investigations, compliance to varying assessments.

THE OPPORTUNITY

Shape the organisation's direction on safeguarding and ethical governance

- Develop and review policies that set standards for safe and inclusive environments in sport
- Advise senior leaders and boards on risk, compliance, and duty of care obligations
- Align safeguarding with organisational values, ensuring it's seen not just as compliance, but as part of good culture and performance
- Influence strategic planning to include wellbeing, diversity, and integrity in decision-making

Embed a safeguarding culture across all levels of the sport

- Promote awareness and accountability among staff, volunteers, coaches, and members
- Champion a "speak-up" culture where concerns can be raised safely and responded to effectively
- Model ethical behaviour and create a sense of shared responsibility for welfare and inclusion
- Influence the tone of communication and training, so safeguarding becomes part of everyday thinking

Strengthen governance systems that protect participants

- Ensure robust reporting, investigation, and risk management processes are in place
- Monitor compliance with governing body standards, legal frameworks, and codes of conduct
- Use data and case reviews to identify trends, recommend improvements, and influence resource allocation

Shape broader sector standards and relationships

- Collaborate with national governing bodies (NGBs), local clubs, and statutory agencies to share best practice.
- Contribute to policy consultation, accreditation processes, or audits that influence how sport is governed nationally
- Represent the organisation at multi-agency safeguarding forums or sport integrity networks

KEY RESPONSIBILITIES

- Working with the Governance Manager to create a positive, child centred environment within table tennis
- Undertake the role of Designated Safeguarding Lead and a member of the Case Management Group
- Agree to develop, implement, promote, and uphold Table Tennis England's Safeguarding Guidelines, policies, reporting and recording procedures
- Assist the Governance 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 Governance Manager to manage referrals to the Local Authority Designated Officer, children's social care system, the police and any other statutory agencies as may be required
- Manage the requirements of DBS checks and processes
- Proactively manage the relevant areas of coaching license requirements
- Record and provide minutes for relevant meetings and panel hearings as required
- Ensure the proactive management of the CPSU & Ann Craft Trusts framework criteria and adherence to
- In the absence of the Governance Manager 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 or governance
- Be the main point of contact in providing advice and support to club welfare officers
- Embed Safeguarding into the daily practise of the sport
- Development of a training plan across the organisation including delivery of key workshops
- Work with the Area Managers to ensure Clubs are adhering to safeguarding through the Clubs structure and follow up on any actions
- Support and deliver the development of Safeguarding webinars and training
- Working with the Governance Manager to review all policies and processes on an annual basis or as required including the safeguarding implementation plan
- Working with the Performance team to ensure all staff involved in the performance programme comply and adhere to agreed safeguarding practices and support the team to achieve this outcome
- Attending training as required for ongoing development and to support the organisation

SKILLS, KNOWLEDGE AND EXPERIENCE

- Child focused approach
- Excellent administration and computer skills.
- Good communication skills including a knowledge of social media.
- The 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.
- 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.
- Knowledge and understanding of DBS and risk assessments of any positive disclosures



BENEFITS

- An impressive range of facilities at the National Badminton Centre, including café with staff discounts
- Gym membership contribution or option to subscribe to on-site gym
- Employee Assistance Program
- 25 days of paid leave plus Bank Holidays (full-time employees)
- Learning & development opportunities
- Cycle to Work scheme
- Vision Cover: contribution towards eye tests and glasses
- Employee-supported volunteering days
- Long Service Awards
- Free on-site parking
- The People's Pension with employer contributions of 3%
- Table Tennis England Membership, plus access to discounts from a range of suppliers and partners
- TTE Kit
- Work life/family balance, including flexible and agile working options



HOW TO APPLY

YOUR APPLICATION

If you are inspired and excited by the role and to be part of the Table Tennis England team, please send a CV (no more than two pages) and a one page covering letter highlighting what you can bring to the role and why you would like to be a part of the team.

Please submit your application to:
hr@tabletennisengland.co.uk.

The closing date for applications is
5pm on 23-November 2025

Interviews to be held on
Friday 28-November 2025

For an informal discussion about the role, please contact Fi Ochai-Wery, Governance Manager by emailing
Fiona.ochai-wery@tabletennisengland.co.uk

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