



**TABLE TENNIS  
WALES**

## NATIONAL SAFEGUARDING LEAD

**This is a great opportunity for a motivated and knowledgeable professional to support and advise Table Tennis Wales (TTW) and its clubs/leagues on safeguarding children and adults who participate in the sport.**

**Status:** 2 day/week (post funded until 31st March 2024)

**Remuneration:** £25,000 pro rata (£10000 per annum) plus agreed expenses

**Location:** Sport Wales National Centre (Cardiff)/Home based

**Reporting:** TTW Chief Executive Officer

### **Job Description**

Table Tennis Wales is the National Governing Body for the sport in Wales and our ambition is to inspire Wales to enjoy Table Tennis- a sport for all, for life. We are aiming to grow the sport in existing and new settings and develop pathways for players, coaches and officials. We work with clubs and leagues across Wales and deliver an elite performance program based at the Sport Wales National Centre, Cardiff.

As an organisation is working towards achieving the Child Protection in Sport Unit (CPSU) Level 2 Standards for Safeguarding, and we want to build on the foundations within the organisation and recruit a National Safeguarding Lead (NSL) to embed this work across the sport.

The NSL will be the designated person within the organisation with primary responsibility for managing and reporting concerns about children and adults and for putting into place procedures to safeguard children and adults in the organisation, including supporting club and regional safeguarding officers.

The post is initially funded until the 31<sup>st</sup> March 2024 and is subject to extension if further grant funding is received.

## **Key Responsibilities**

1. Working with others within the organisation to create a positive, child-centred environment within table tennis.
2. Working with others within the organisation to create a positive, adult-centred environment within table tennis.
3. Act as the main contact within TTW for the protection of children and adults.
4. Play a lead role in developing TTW's policies and procedures for safeguarding children and young people. Develop relevant policies for adults at an appropriate time.
5. Coordinate the dissemination of policy, procedures and resources throughout TTW and ensure that TTW complies with current best practice and legislation.
6. Develop good relationships with clubs/leagues. Provide updates on safeguarding best practice and offer advice and support in relation to any issues.
7. Manage cases of poor practice and abuse reported to the organization.
8. Manage a confidential records system of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all appropriate information and report cases, concerns and action taken.
9. Manage contact details and referrals to children/adult social-care services and the police.
10. Provide advice and support to Club Safeguarding Officers.
11. Assist with their recruitment, selection and training of Club Safeguarding Officers .
12. Advise on the organisation's training needs and provide training where appropriate.
13. Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children and adults.
14. Ensure safeguarding standards are met and maintained.
15. Manage the DBS check and administration for contracted voluntary coaches and any relevant personnel.
16. Coordinate the TTW Safeguarding Steering Group and provide regular reports to the CEO/Board.
17. Attend Sport Wales/NSPCC CPSU/ACT Lead Officer meetings and training sessions.
18. Attend Child Protection in Sport Unit & Ann Craft Trust Lead Officer Support Forums and all Core Training.
19. Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
20. Advise TTW Case Management Group.
21. Such other duties linked to the above as may be decided by TTW from time to time.

## Person Specification

Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Evidence of continuing professional development</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• A relevant professional background, e.g. social care, health, youth work, sport clubs, police or similar</li> <li>• Development of organisational policy, procedures and practice guidance related to safeguarding and protecting children/adults at risk</li> <li>• Promoting the principles of equality and safeguarding</li> <li>• Observing best practice and statutory guidance in relation to record keeping, confidentiality and data protection</li> <li>• Providing advice and support on safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Working with volunteers</li> <li>• Working/volunteering in sport</li> <li>• Delivering training to all levels of the organisation</li> <li>• Professional capacity to work in Welsh</li> <li>• Assessment of DBS checks and safe recruitment and deployment processes</li> </ul>
<p><b>Behaviours</b></p> <ul style="list-style-type: none"> <li>• Influencing and persuading skills</li> <li>• Ability to work with conflict and emotionally difficult matters</li> <li>• Ability to deliver core training through different levels within the organisation</li> <li>• Strong organisational skills</li> <li>• Child focused approach</li> <li>• Ability to work autonomously and as part of a team</li> <li>• Proven ability to build rapport with wide range of stakeholders</li> <li>• Excellent communication, presentation and interpersonal skills</li> <li>• A flexible approach to delivery, including evenings and weekends</li> </ul>	

## Application Process

Please forward your CV with a covering letter addressing the selection criteria to [owen.rodgers@tabletennis.wales](mailto:owen.rodgers@tabletennis.wales)  
CEO Table Tennis Wales