



BRITISHROWING

Safeguarding Case Officer

Job Description

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Job Title	Safeguarding Case Officer
Reports to	Head of Governance Safeguarding and Integrity
Directorate	Operations
Location	Hybrid – WFH and Hammersmith Office
Type	Full-time

Job Purpose

Your principal purpose is to support the management and investigation of safeguarding cases and provide advice to club welfare officers. The role will involve working proactively with colleagues, club welfare officers, coaches, officials, and other key partners. You will be involved in ensuring British Rowing safeguarding policies and procedures are implemented and promoted, as well as upholding best safeguarding practice across the rowing community.

British Rowing's Safeguarding and Integrity Team consists of the Head of Governance Safeguarding and Integrity who manages the Lead Safeguarding Officer, Safeguarding and Integrity Case Officer and Safeguarding and Integrity Education Officer. We are excited to be recruiting for an additional safeguarding case officer to join this small, supportive, dynamic, and knowledgeable team.

Key Responsibilities

- To ensure British Rowing's Safeguarding Case Procedures are followed effectively.
- To promote the importance of child and adult safeguarding.
- To conduct support visits or engage with clubs to ensure that safeguarding practices are being followed and upheld.
- Supervise other safeguarding cases at club, or event level to ensure they are processed in a timely manner and handled efficiently, ensuring appropriate communication with relevant parties.
- As part of the Safeguarding and Integrity Team, work across British Rowing to develop high quality advice, guidance, and support as required.
- To work alongside the Safeguarding and Integrity Case Officer, to manage and investigate safeguarding cases.
- To provide advice, guidance and support relating to the physical and emotional wellbeing of children including interviewing children if necessary.
- Support the Safeguarding and Integrity Case Officer in producing case reports for the Head of Governance Safeguarding and Integrity.
- To maintain excellent records and reports using our Case Management Programme - Globocol



This job specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Person Specification

Essential:

- Commitment to presenting a positive image of British Rowing (including its committees, volunteers and staff) and display an attitude and behaviours that respect and value diversity and promote equal opportunity and the welfare of others.
- To be able to evidence recent experience in undertaking investigations and/or safeguarding assessments.
- Knowledge of relevant safeguarding legislation, and a commitment to continued professional development in this area.
- Excellent analysis and problem-solving skills, be able to source and collect evidence from a range of sources and make recommendations for next steps.
- Excellent administration, record keeping and systems management skills.
- Good communication and influencing skills.
- Ability to provide clear advice and support to a range of stakeholder groups.
- Ability to work under pressure with conflicting deadlines and priorities, and to remain calm and logical.
- Must be able to work both independently, and with the team to achieve our objectives.
- Must be able to travel to British Rowing Headquarters in Hammersmith, and clubs or competitions across England from time to time.

Desirable:

- Skills in interviewing children, witnesses to incidents and those subject to allegations.
- The ability to assess and analyse a variety of evidence with strong attention to detail.
- Have attended UK Coaching Safeguarding and Protecting Children training.

This role will require an enhanced Criminal Records Check (CRC) with the Children's Barred List check, through the Disclosure and Barring Service (DBS) and clearance for work in rowing by British Rowing. Applicants will be asked about any previous convictions, cautions, reprimands that are not 'protected' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

Additional Information

Hours Standard working hours are 40hrs per week. British Rowing prides itself on supporting a positive work life balance, and the finance team is keen to support agile and remote working. While maintaining a good work life balance, this role will require flexibility and to reflect the needs of the business and to ensure core objectives are achieved.



Equal Opportunities British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Anti-Doping The post-holder is expected to be fully conversant with the core requirements of the WADA Anti-Doping Code and its requirement on coaches and Team Support personnel to set a Good personal example in this field. When directly working with athletes the post-holder will have a responsibility to inform them appropriately of the Code's application to them and to influence them in following a 'drug-free' culture.

About Us

British Rowing is a membership organisation with 30,000+ members, funded partly by the exchequer and by the National Lottery via Sport England and UK Sport. The organisation is responsible for the training and selection of individual rowers and crews representing Great Britain, and for the development and participation of rowing and indoor rowing in England. Rowing is one of the most successful British Olympic and Paralympic sports of all time delivering 39 Olympic and Paralympic medals since Sydney 2000. We are committed to ensuring that the sport continues to thrive from the grass roots right up to winning medals at the Olympic and Paralympic Games.

Applying

If you are interested in the role, please email your CV alongside a covering letter to British Rowing's HR Manager hr@britishrowing.org and tell us, what interests you about this opportunity? What would you like to achieve from it? How would you support British Rowing in delivering the best Safeguarding programme in sport?