Lead Safeguarding Officer

BaseballSoftballUK (BSUK) has the delegated authority from the British Baseball Federation (BBF) and the British Softball Federation (BSF) for the governance, approval and operational delivery of safeguarding for the two sports. We are looking for a part-time Lead Safeguarding Officer to manage the day-to-day activities associated with safeguarding delivery.

Duty and Responsibilities

This role has primary responsibility for managing the safeguarding processes; it will be supported by our Head of Operations and our Board Safeguarding Lead. Responsibilities will include:

- Working with others within the organisation to create a positive, child-centred environment within the sport
- Lead the Safeguarding Working Group, involving members of both Federations.
- Supporting the evolution of the organisation's approach to safeguarding and assessing the use of best practice within all areas of the organisation
- Maintaining and evolving the organisation's policies and documentation
- Manage cases of poor practice and abuse reported to the organisation
- Manage referrals to children's social care services and the police
- Central point of contact for internal and external individuals and agencies
- Delivering safeguarding training
- Represent the organisation at external meetings related to safeguarding
- Provide advice and support to club/league welfare officers and play a role in their recruitment, selection, and training when requested
- Support the development of our training strategy, providing training across the organisation.
- Support the maintenance and review of organisation's implementation plan for safeguarding
- Ensure safeguarding standards are consistently met, maintained, and improved
- Manage the DBS process (we use Vibrant Nation for processing)
- Maintain Safeguarding records (We currently use Sport:80 and MyConcern).
- Liaise with NSPCC Sport as primary contact for the organisation, and prepare annual review of compliance
- Promote inclusive and anti-discriminatory practice

Required Experience

- Experience of working as a Lead or deputy lead safeguarding officer for an organisation, preferably with a sports background.
- Preferably holding suitable qualifications.

Required Skills

- Administration and systems (records) management skills
- Ability to provide advice and support at all levels within the organisation

- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills and ability to facilitate systemic change
- Ability to handle emotionally distressing matters
- The ability to deliver training

Required Knowledge

- Knowledge of the role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- Understanding of legislation, government guidance and national frameworks for safeguarding
- How to manage processes for safeguarding and protection enquiries and investigations
- Ability to recognise and define poor practice and abuse including thresholds of abuse
- An understanding own organisation's roles and responsibilities to safeguard and promote the welfare of youth and adults at risk organisation's policy and procedures related to safeguarding and protecting youth and adults at risk
- The core values and principles that underpin good safeguarding practice
- awareness of contextual safeguarding and current affairs that impact the welfare of children and young people, and ability to quickly recognise and respond to emerging issues
  safer recruitment and an understanding of its importance in preventing abuse within sport

Details of Employment

- This part-time role requires approximately **65–75 hours per month**, with some fixed core hours aligned with the team. Flexibility will be needed to respond to changing workloads, including investigations. The role may suit someone who already works part-time for another sports national governing body.
- Occasional evening attendance will be required for Board and committee meetings and to deliver training sessions.
- The role holder will be required to undergo an enhanced DBS check, including checks against relevant barred lists.
- The role is remote, with occasional attendance at company meetings.
- **Salary:** The role is in our salary band £25,905 - £32,783 per annum, pro rata, subject to experience.
- **Contract:** Fixed term contract until March 31st, 2028, to be extended once Sport England funding is confirmed for 2028 onwards.
- **Required start date:** 1 January 2027 or sooner.

How to apply

Please send a short CV and supporting statement, of no more than two pages, to info@bsuk.com by 26th November.