

## **JOB DESCRIPTION: Head of Safeguarding**

<b>Department</b>	CEO Office
<b>Location</b>	Motorsport UK HQ, 141A, The Command Works, Bicester, Oxon
<b>Hours of Work</b>	Full time, Monday to Friday 9AM – 5:30PM with flexibility required. 37.5 hours a week
<b>Manager</b>	CEO
<b>Grade</b>	E
<b>Direct Reports</b>	2 (Safeguarding Case Manager and Compliance Officer)

### **Role Purpose**

As Head of Safeguarding, you will be working in a senior role, with responsibility for safeguarding, mental health initiatives and clean sport framework across motorsport governed by Motorsport UK, and for ensuring full compliance with best practice standards for safeguarding in sport. This includes ensuring all safeguarding policies, procedures, processes, and governance are implemented and maintained throughout the sport. You will also ensure that all safeguarding referrals are managed and investigated to the highest standard.

To plan, manage, give strong leadership to ensure compliance as appropriate for all competitors, volunteers and officials.

### **Responsibilities**

Your typical responsibilities as Head of Safeguarding will include:

- lead, develop, manage and implement an effective safeguarding strategy including a clear audit programme ensuring compliance with national safeguarding standards and in line with the organisations vision
- lead, develop and implement an effective mental health strategy
- lead motorsport UKs Clean sport development and implementation plan ensuring Motorsport UK is compliant with the UK Anti-doping framework
- develop resources and implement a learning and development strategy for safeguarding and mental health across the sport
- build and maintain positive relationships with statutory agencies and safeguarding partners
- ensure all policies, procedures and guidance remain up to date in line with Government legislation, guidance
- identifying the needs generate content and resources in order to implement training and awareness strategies across the sport
- have full oversight of all incoming concerns, investigation, risk management and, supervision and expert advice to employees and officials and take appropriate action in response to safeguarding issues that arise
- have oversight of all referrals into statutory agencies
- implement all post incident welfare support in collaboration with safety director

### **Person Profile**

- an experienced professional to lead as a senior member of the team the on-going development of our Safeguarding function.
- to be successful in this role, you will have comprehensive knowledge of safeguarding legislation, policy, procedure, application and best practice guidance.



- A clear track record over a suitable period of time showing success in working with a Team, Sport Governing Body or in a similar organisation at a senior level

### **Knowledge and Skills**

If you are a highly motivated, driven and resilient individual who has proven leadership skills and can demonstrate;

- operational and management experience in the complex world of safeguarding
- an ability to change, build and manage strong and effective relationships
- collaborative working at a strategic level with key stakeholders
- resilience within a fast moving, operational environment
- significant understanding of the requirements of Working Together to Safeguard Children 2018 and further relevant legislation and guidance and the Child Protection In Sport Unit safeguarding standards
- substantial experience in conflict resolution, dealing with sensitive issues and working in a highly confidential environment
- Understanding of Mental Health and support services
- passion and enthusiasm for delivering high quality work
- excellent communication skills to interpret and negotiate client requirements
- you will have strong and compelling writing skills
- a clear analytical mind with a meticulous attention to detail
- good presentation skills and the confidence to explain and sell ideas, while overcoming challenges
- time management skills and the ability to cope with several projects at a time
- a thirst for knowledge and commitment to continuous improvement
- a flexible, responsive and can-do attitude
- you will be highly adept with both PowerPoint and Excel, and conversant with a wide range of project tools from Microsoft suite, Adobe products, Sharepoint, OneDrive Google Drive, Dropbox

### **Terms**

Working hours are between 9.00 am and 5.30pm and are typically 37.5 hours a week. We require commitment and flexibility to achieve our company objectives, usually with some flexibility around start and finish times.

At Motorsport UK we believe in encouraging a healthy balance between in person team cooperation and giving our people flexibility to help manage their life outside of work. For us we think the right balance is a day at home and the rest of week in the office. This may be subject to variation depending on the role.

We have a great new building located in the fantastic Bicester Heritage site with plenty of break out spaces and areas to collaborate. We also know that the commute and commitments either side of the working day can be hard to manage so we allow a flexible approach to start and finish times within core working hours of 8.00am and 6.00pm.

Our mission is to celebrate and enable participation in motorsport in a safe, fair, fun, inclusive and progressive environment. As an organisation we are committed to fostering a workplace where everyone can perform at their best whatever their background. We therefore encourage applications across all ethnicities, religions, age groups, sexual orientations, and gender identities.