

**JOB DESCRIPTION: Safeguarding Compliance Officer**

<b>Department</b>	Legal
<b>Location</b>	Motorsport UK House, 141A, The Command Works, Bicester, Oxon OX27 8FY
<b>Hours of Work</b>	Full time, Core hours Monday to Friday 9AM – 5:30PM, including one in four weekends with flexibility required. 37.5 hours a week
<b>Manager</b>	Head of Safeguarding
<b>Grade</b>	C
<b>Direct Reports</b>	0

**Role Purpose**

Motorsport UK is committed to safeguarding and promoting the welfare of children and adults at risk in the sport. Everyone involved in motorsport is entitled to feel safe and protected from any form of abuse and neglect and have the right to take part in sport in a safe, positive, and enjoyable environment. The role of the Safeguarding Compliance Officer is to coordinate the organisation's suitability check process (DBS/PVG), and manage the clean sport delivery and relevant training to ensure we proactively support stakeholders to comply with legal and regulatory aspects.

**Responsibilities**

- Coordinate the organisation's clean sport strategy and testing procedures.
- Manage the organisation's DBS/PVG process.
- Maintain up-to-date single central records as required for evidence of compliance.
- Manage and monitor Motorsport UK's processes to assess relevant applicants' suitability checks such as DBS checks and self-declaration forms, maintaining a central record with all relevant information.
- Inform Safeguarding Case Manager of any participant/staff DBS checks that show content.
- Advise Head of Safeguarding in regular report form of relevant data regarding DBS check outcomes.
- Maintain up-to-date records of nominated club safeguarding officer details including DBS and training details.
- Liaise with Clubs to ensure they have a suitable nominated Club safeguarding representative with relevant suitability checks in place. You will support Motorsport UK participants - competitors, volunteers, and officials - to embed strong safeguarding practice, enabling them to comply as appropriate to Motorsport UK standards.
- Keep Head of Safeguarding informed of feedback gathered and any areas of risk identified during delivery of role.
- Attend suitable relevant training as identified by Head of Safeguarding or in personal professional development routes.
- Support at relevant identified training sessions with both internal and external training providers.

**Terms and Conditions**

Working hours are normally between Monday to Friday 9.00 am and 5.30pm and are typically 37.5 hours a week, due to events running and external visitors on site we do require flexibility around start and finish times, with the possibility of working some weekends.



While the majority of the role is office based, you may be required to attend external meetings or events.

### **Knowledge, Core Skills and Experience**

You will need to demonstrate:

- Approachable and child/person focused.
- Actively collaborate with colleagues to contribute to the development and delivery to the current strategic, business and operational plans.
- Act as an ambassador for and promote the best interests of the Motorsport UK at all times, including the promotion of the Motorsport UK core values and culture.
- Ability to work independently, manage time independently and prioritise tasks.
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of the organisation.

Desirable:

- A professional background in safeguarding, or experience of safeguarding in sport preferable.
- To be able to evidence recent experience in managing and coordination of data collection and retention in line with GDPR.
- Knowledge of relevant safeguarding legislation, the ability to evidence contemporary best practice and a commitment to continued professional development in this area.
- The ability to assess and analyse a variety of evidence with strong attention to detail.