

JOB DESCRIPTION: Safeguarding Case Manager

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

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 Case Manager is to conduct the investigation of safeguarding concerns and reports of poor practice in relation to both children and adults. This work may be undertaken in conjunction with other Motorsport UK departments as required.

Case management

- Act as the primary point of contact for all safeguarding concerns.
- Manage and conduct investigations into safeguarding referrals and manage a caseload efficiently with reference to Motorsport UK Safeguarding Policies, Disciplinary Regulations and statutory guidance.
- Maintain detailed case files up to date using the Motorsport UK Case Management System. Ensuring all information is held according to data protection legislation and the duty of confidentiality and Motorsport UK's Retention of Safeguarding Records policy.
- Represent Motorsport UK at relevant multi agency meetings, Child protection conferences.
- Manage and complete safeguarding risk assessments.
- Inform the Head of Safeguarding in a timely manner of any identified risk.
- Complete relevant and robust disclosure of content risk assessments reporting identified risk to Head of Safeguarding.

Organisational Safeguarding Development

- Maintain a up to date knowledge of safeguarding legislation and best practice guidance
- Attend relevant training as required
- Support the Head of Safeguarding in delivering the Motorsport UK's Safeguarding Strategy
- Manage safeguarding projects independently as agreed by the Head of Safeguarding
- Contribute towards the Motorsport UK's engagement with the NSPCC/CPSU and other professional bodies for the purpose of improving safeguarding practice

Specific Responsibilities to Role

- Step up in the absence of the Head of Safeguarding



Skills and Behaviours

- Have a thorough understanding of current safeguarding law and practice
- 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

Qualifications, Skills and Experience

Essential:

- A professional background in safeguarding, or experience of safeguarding in sport, in either case including demonstrating the ability to work in a multi-agency environment.
- To be able to evidence recent experience in undertaking investigations and/or safeguarding assessments.
- 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 make proportionate, reasoned, and justifiable decisions in safeguarding cases and to be confident in making recommendations in relation to desired safeguarding outcomes.
- The ability to assess and analyse a variety of evidence with strong attention to detail.
- The ability to remain calm and resilient whilst managing a challenging case load.
- Must be able to communicate effectively with a wide range of individuals from a variety of internal and external stakeholders and establish working relationships.
- Display attitude and behaviours that respect and value diversity and promote equal opportunity and the welfare of others.
- An understanding and love of sport, particularly at a community level.
- Be educated to at least 'A' Level standard.

Network Applications

- Myconcern reporting and recording system.
- iMIS membership system.
- Disclosure and Barring service.
- Office 365.
- Excel.

Terms and Conditions

Core working hours are Monday to Friday between 9.00 am and 5.30pm based at Head Quarters, however this role requires attendance at Motorsport UK events and therefore some weekend and evening working will be required with some flexibility to meet workload.

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.