



Lead Safeguarding Officer

£39,500 to £43,500 per annum dependant on experience

Employee assistance programme, private healthcare and/or health cash plan, 3x salary life assurance, enhanced pension and family policies, golf benefits, discount platform and up to 36 days annual leave (includes bank holidays and company days)

We are committed to equal opportunities and welcome applications from all backgrounds. We are disability confident committed. If you are not able to complete the online application and would like this in an alternative format, please contact Mary-Anne or Amy on hr@englandgolf.org

We passionately believe that golf belongs to everyone. All who play, and all who aspire to play, must have an equal opportunity to do so. This role will play an integral role in continuing to ensure that golf is a safe sport across England.

This role leads on all safeguarding strategic issues within England Golf and ensures that there is a co-ordinated approach to safeguarding policies and procedures. We are committed to ensuring that the highest standards of safeguarding are managed appropriately and that support is provided to golf facilities and county bodies. You will lead and manage two safeguarding officers, along with the DBS Administrator overseeing the management of cases, and that of decisions on cases and concerns, working with our Case Management Group.

This role works across the internal organisation and externally to support SafeGolf within our stakeholder groups. We are looking for someone who:

- Is knowledgeable and with experience of safeguarding issues at operational and senior/management levels.
- Has previous safeguarding case management experience.
- Is able of working under pressure, making decisions and justifying actions with a high level of integrity and trust.
- Understands safeguarding, and the roles and responsibilities of statutory agencies.
- Understands and is familiar with the Disclosure and Barring service.
- Builds and establishes strong working relationships with volunteers and staff at all levels capable of advising on policy and guidance.

The post is full-time, working Monday to Friday, 9:00am to 5:00pm. The position is based at England Golf Headquarters, The National Golf Centre, The Broadway, Woodhall Spa, Lincolnshire, LN10 6PU.

As the national governing body for amateur golf, we work at the heart of golf in England, supporting and empowering a thriving community of players, counties and clubs to get the most out of the game we love. We value being Inclusive, Honest, Responsible, Excellent and Supportive.

For the full job description please visit our website (www.englandgolf.org/jobs) and to apply please complete the online application process (no CVs please).

Closing date for applications: **6 June 2025 12 noon**

Interviews take place: **Week commencing 16 June 2025 at Woodhall Spa**



Job Description

Job Title:	Lead Safeguarding Officer
Team:	Legal and Governance
Responsible to:	Legal and Governance Director
Responsible for:	Safeguarding Officers DBS Administrator

Purpose:

To lead all safeguarding strategic issues within England Golf and to deliver a co-ordinated approach to safeguarding policies and procedures.

To ensure that the highest standards of safeguarding governance are achieved and maintained; that all safeguarding matters are managed appropriately; that all reasonable and appropriate safeguarding support to golf facilities and county bodies is provided.

To support the development and delivery of new and ongoing England Golf initiatives, ensuring safeguarding is considered and embedded through all organisational practices.

Working Relationships:

Internal:

- Legal and Governance Director – regular meeting and communication.
- Staff – Safeguarding Officers, DBS Administrator, National Welfare Officer, Legal & Compliance Officer, Legal & Governance Officer, Disciplinary Officer and other England Golf staff.
- County Unions & Associations – communication with county staff and volunteers.
- Clubs and facilities – communication through owners, staff, members and volunteers.

External:

- SafeGolf Strategy Group – communication and attendance at meetings.
- Golf Partners Case Management Group (the PGA and the other Home Unions) – communication and attendance at meetings as required.
- Disclosure and Barring Service (DBS) & Online Disclosures Group.
- Digital Case Management System providers.
- NSPCC Child Protection in Sport Unit (CPSU).
- The Ann Craft Trust.
- Sport England Sport Welfare Officer Network.
- Statutory Agencies including law enforcement and Social Services and attendance at meetings.
- Other National Governing Bodies and sports organisations.
- Other golf bodies, including the R&A, the PGA, the Golf Foundation, BIGGA, the GCMA, and the other Home Unions.
- England Golf Disciplinary Panel.
- Local Authority Designated Officers (LADOs)
- External investigators.

Main Duties and Key Responsibilities:

Safeguarding:

- Assessment of new safeguarding concerns and overall management of cases.



- Supervision of the safeguarding officers making decisions on appropriate action in safeguarding cases and concerns, taking advice from the England Golf Case Management Group as appropriate.
- Resolving complex and delicate challenges through appropriate internal and external collaboration
- Provide advice and guidance to counties, clubs, facilities and individuals on safeguarding issues.
- Attendance and support for the SafeGolf Strategy Group.
- Support with the development and delivery of county, club and facilities safeguarding training as required.
- Completion of the England Golf (EG) safeguarding framework and driving the internal safeguarding standards across the organisation.
- Assisting with the implementation and continuing delivery of the SafeGolf accreditation system for clubs, counties and facilities
- Liaising with appropriate authorities on reported cases (police, social services, Local Authority Designated Officer's (LADOs) etc), attending strategy meetings when required.
- Working with the PGA, Wales Golf, Scottish Golf, Golf Foundation and other Golf Governing Bodies and organisations as required.
- Periodic reporting to the England Golf Governance Committee and Board

Disclosure & Barring Service:

- Management of Disclosure and Barring Service (DBS) checks provided by England Golf and risk assessment process including communication with counties, clubs, facilities and individuals.
- Manage adverse DBS disclosures and actions with counties, clubs, facilities and individuals in line with current policy and procedures.
- Oversee the DBS disclosure application database and digital Case Management System, extracting and distributing information as necessary.
- Ensuring administrative compliance with DBS Code of Practice.
- Maintenance of DBS and safeguarding records relating to the staff and volunteers within other England Golf departments and communication with staff and volunteers to improve compliance with DBS and training requirements.

Advice and training to Golf Clubs and County Bodies:

- Working with the National Welfare Manager, assisting with maintaining a national network of Club and County Welfare Officers (CWOs), developing a communication and engagement strategy with CWOs.
- Work with clubs, counties and facilities to ensure that education, support and minimum operating standards are in place for affiliated bodies (SafeGolf accreditation).
- Main contact point for answering enquiries from counties, clubs, facilities and individuals regarding safeguarding matters.
- Support the development of safeguarding advice and training for England Golf, clubs, counties, and individuals working at all levels of golf.

Policy:

- Work with the Legal and Governance Director to review, draft and implement regulations, policies and procedures in relation to safeguarding, with approval from the Board as required.

General:

- Manage and lead the England Golf Safeguarding Team
- Complete submissions to Sport England/CPSU and The Ann Craft Trust in relation to safeguarding as part of the self-assurance process.
- Ensure accurate recording of and dissemination of safeguarding information.



- Develop and monitor the organisational Safeguarding Action Plan.
- Maintain the organisation's relationship with the England Golf Case Management Group.

Dimensions/Resources:**Staff:**

- 3 full-time direct reports.
- Occasional back up support for National Welfare Manager with regards to supervisory duties relating to volunteer Welfare Officers

Financial:

- N/A

Administrative:

- SafeGolf Strategy Group and England Golf Case Management Group: training, meeting administration, agendas, minutes and attendance as required.
- CPSU Lead Officers Support Forum: attendance as required

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire.



Person Specification

Job Title: Lead Safeguarding Officer

Team: Legal and Governance

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none"> • Sufficient educational attainment to demonstrate ability to carry out the role to the required standard. • Evidence of advanced safeguarding training (no lower than Level 3) 	<ul style="list-style-type: none"> • A Level or equivalent. • Advanced safeguarding training at Level 4 or higher.
Knowledge:	<ul style="list-style-type: none"> • Understanding of safeguarding. • Understanding of roles and responsibilities of statutory agencies, including Local Safeguarding Boards (Children and Adults). • Knowledge and experience of working in partnership with Statutory Agencies. • Understanding of DBS referral process. • Knowledge and experience of safeguarding issues at operational and senior/management levels. • Knowledge and experience of safeguarding case management and case management systems. • Relevant legislation and associated government guidance. • Understanding of data protection and information sharing principles. 	<ul style="list-style-type: none"> • Understanding of safeguarding in sport, and/or a membership organisation. • Knowledge and understanding of the culture and structure of golf or sport. • Knowledge and understanding of safeguarding within elite sport and performance programmes. • Experience in delivering safeguarding training. • National and sport sector frameworks for child/adult safeguarding standards. • An understanding of the principles of equality and safeguarding children and adults in a sporting environment.

Skills:	<ul style="list-style-type: none"> • Competence in the use of IT tools including spreadsheets, databases, email and word processing. • Excellent written and spoken communication skills. • Ability to analyse and disseminate information. • Ability to work under pressure and to meet deadlines. • High level of integrity and trust, with the ability to deal with sensitive and confidential matters. • Robust record keeping. • Ability to make decisions and justify actions. • Strong advocacy, influencing and negotiation skills • The ability to consider the impact of a direction or course of action across the organisation (before it's undertaken). 	<ul style="list-style-type: none"> • Ability create and deliver clear and relevant presentations, adopting appropriate communication style for the audience.
Competencies/ Behaviours:	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy. • Flexible and adaptable approach. • Reliability and clear understanding of confidentiality. • Able to work independently or as part of a team and with partner organisations. • Understanding of core values and principles of working with and protecting children. • Excellent interpersonal skills needed to develop positive and supportive relationships with individuals, external agencies and the wider golfing community. • Display attitudes and behaviours that respect and value diversity and promote equal opportunities. • Forward thinking and innovative. • Calm under pressure. • Highly motivated, positive, solution focussed attitude. • Resilient. 	<ul style="list-style-type: none"> • Ability to work with conflict.
Relevant Experience:	<ul style="list-style-type: none"> • Establishing relationships with volunteers and staff at all levels. • Implementation of organisational policy. • Advising others on policy or guidance. • Previous safeguarding case management experience. 	<ul style="list-style-type: none"> • Working within a sport governing body or membership organisation environment. • Previous experience of investigations. • Evidence of experience of volunteering and/or



	<ul style="list-style-type: none">• Ability to undertake complex risk assessment.• Multi agency working.• Previous experience of dealing with statutory agencies.• Experience of representing employer externally, including with statutory agencies.	<p>empathy for working with volunteers.</p> <ul style="list-style-type: none">• Drafting and implementing policy in relation to safeguarding.
Any other requirement:	<ul style="list-style-type: none">• Full UK driving licence.• Ability and willingness to undertake occasional UK-wide travel to fulfil the requirements of the role	