

<b>Job Description</b>	<b>Safeguarding, Culture and Wellbeing Manager</b>
<b>Reporting to</b>	CEO
<b>Line management responsibility</b>	N/A
<b>Salary</b>	Manager pay band - £32,126 - £39,634 per annum
<b>Hours of work</b>	Full time, permanent
<b>Location</b>	Flexible with attendance at Manchester office as required OR Manchester
<b>Main purpose of role</b>	<ul style="list-style-type: none"> <li>• To be the Lead Safeguarding Officer for England Squash</li> <li>• To develop and introduce a new wellbeing programme across the squash community</li> <li>• To manage England Squash's disciplinary process</li> <li>• Develop and embed a new safeguarding adults in squash policy</li> <li>• To drive good governance throughout the squash community</li> </ul>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage all aspects of the England Squash safeguarding process</li> <li>• Ensure the squash community can access the right information about governance and safeguarding at the right time and in the right way</li> <li>• Manage all internal processes related to governance, including disciplinary matters</li> <li>• Lead annual reviews and relationships with key stakeholders on all matters relating to safeguarding</li> <li>• Develop and embed wellbeing support for the squash community</li> <li>• Develop and embed the England Squash culture across the squash community</li> <li>• Support other England Squash staff to ensure that safeguarding and wellbeing are at the heart of all our activities</li> <li>• Communicate with and be the key point of contact for external stakeholders including the squash community, the CPSU, Sport England and others</li> </ul>

## Safeguarding, Culture & Wellbeing Manager – Person Specification

### QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"><li>• Relevant qualifications that demonstrate ability to perform core duties of the role and /or demonstrable equivalent work experience in a relevant role</li><li>• Relevant safeguarding qualifications</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level</li><li>• Evidence of self-driven CPD</li><li>• A full UK driving licence and access to a car or access to suitable public transport</li></ul>

### KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"><li>• Knowledge and understanding of safeguarding requirements in a sporting context, including young people and vulnerable adults.</li><li>• Excellent knowledge of case management processes</li><li>• Knowledge of relevant safeguarding law and policies</li><li>• Understanding of coaching and coach education</li><li>• Knowledge of the role of a National Governing Body and the wider sport and physical activity sector</li><li>• Knowledge and understanding of issues affecting inclusion in sport</li><li>• Understanding of the role of volunteers in a sporting context</li></ul>	<ul style="list-style-type: none"><li>• Excellent knowledge of squash at national, regional and local levels</li><li>• Excellent knowledge of the needs and expectations of community sports organisations</li><li>• Knowledge of customer or community engagement strategies</li></ul>

### SKILLS

Essential	Desirable
<ul style="list-style-type: none"><li>• Outstanding communication skills and the ability to connect effectively with a wide range of different roles and people</li><li>• Highly organised and able to work independently</li><li>• Outstanding people skills: the ability to encourage, support and influence others</li><li>• Ability to connect with, and influence, partner organisations, service providers and other stakeholders</li><li>• Excellent written and verbal communication skills</li><li>• The ability to manage a varied administrative work programme and meet deadlines</li><li>• Ability to produce high quality reports</li></ul>	<ul style="list-style-type: none"><li>• The ability to use and interpret data to analyse trends to support decision making</li><li>• Project management skills</li></ul>

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A proven track record of success in a similar safeguarding role or other highly relevant field</li> <li>• Experience of managing multiple projects simultaneously</li> <li>• Experience in building relationships and working with a range of different partner organisations and individuals, including volunteers</li> <li>• Experience of monitoring and reporting against targets</li> <li>• Experience of working and achieving success in high pressure situations</li> <li>• Experience of managing and storing highly sensitive data.</li> </ul>	<ul style="list-style-type: none"> <li>• A proven track record of success in a similar role within sport and / or squash</li> <li>• Experience of developing and implementing innovative ideas and bringing them to life</li> <li>• Experience of working with clubs and or county associations</li> </ul>
PERSONAL	
Essential	Desirable
<ul style="list-style-type: none"> <li>• A passion for helping young people to take part in sport in a safe environment</li> <li>• A passion for improving inclusion and accessibility</li> <li>• Able to work under pressure and to deadlines</li> <li>• Fantastic at supporting customers and dealing with enquiries sensitively and effectively</li> <li>• Applies knowledge and brings new ideas and innovations</li> <li>• Displays an ability to connect, drive, be adventurous and work together</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for helping the environment and taking positive action to combat climate change</li> <li>• Actively identifies new areas for learning and takes full advantage of opportunities provided by the role</li> </ul>

This job description is not intended to be exhaustive and may be amended considering the changing needs of the organisation.

### Recruitment process

#### How to apply

Please submit your CV and covering letter to [safesquash@englandsquash.com](mailto:safesquash@englandsquash.com) the letter should outline how you meet the person specification.

All applicants must also complete the England Squash [Equal Opportunities Monitoring Form](#).

**Closing Date:** 17:00, Friday March 15, 2024

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England Squash is keen to address areas of underrepresentation in its workforce and is passionate about creating an inclusive and diverse workplace. We actively encourage applications from candidates from underrepresented groups with diverse backgrounds and life experiences.

If you would like to have an informal conversation about the role, please contact Louise Pickford (Performance Operations Manager) [louise.pickford@englandsquash.com](mailto:louise.pickford@englandsquash.com) or Mark Williams (CEO) [mark.williams@englandsquash.com](mailto:mark.williams@englandsquash.com) Please note Mark is available to discuss the role from Wednesday February 28<sup>th</sup>.