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* To be the initial escalation point for safeguarding queries entering the team providing information and guidance in a timely manner.
* Attend safeguarding meetings & working groups as the designated expert as directed by head of safeguarding & welfare.
* Work directly with individuals to help communicate safeguarding practices, procedures and training.
* Provide support and information to members and clubs on Swim England child safeguarding procedures and legislation, using the experience and expertise of the rest of the team.
* Help advise clubs and members on a wide range of child welfare and safeguarding issues.
* Input into the publication of Wavepower and all other safeguarding policies.
* Help implement and communicate safeguarding plans and policies to the wider Swim England family. Provide briefing notes to support policy changes.
* Put together training resources to support with safeguarding training to Swim England teams, clubs, and regions.
* Pro-actively ensure that best practice, new policies or guidance is communicated to Swim England Membership and organisation as a whole.
* To provide cover for the safeguarding administrator, as required in being the first port of call for enquiries and queries into the safeguarding team.
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures.
* Carry out any other duties within the scope, spirit and purpose of the job and proactively comply with organisation policies and procedures.

**Essential**

* Previous experience of working in a similar role, within a safeguarding function.
* Previous experience of responding appropriately to child safeguarding complaints and / or disclosures, considering the circumstances, audience and situation.
* Excellent written and verbal communication skills.
* Excellent IT, literacy and numeracy skills.
* Always strives to follow a best practice approach.
* Be a positive and proactive team player.
* Satisfactory DBS check (enhanced)

**Desirable**

* Experience of working at a similar level in organisations such as sports NGBs, local authority or charity organisations.
* An expert and in depth understanding of child safeguarding legislation and practices.

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To provide advice and guidance to Swim England and its subsidiary businesses on a wide range of child and adult safeguarding / welfare and protection issues.

To work proactively to provide support to members and clubs in relation to safeguarding matters, promoting best practice.











**Job Title:** **National Safeguarding Officer**

**Department:** Legal

**Reporting to:** National Safeguarding Manager

**Direct Reports:** None

**Location:** SportPark, Loughborough

**Grade:** 7

**Skills and experience required**

**Key responsibilities**

Job Description