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* Maintaining a tracker of interim safeguarding orders and applying for further interim orders where required.
* The preparation of formal “Judicial Complaints” relating to safeguarding concerns and serious misconduct following an investigation, to include a review of the case and preparation of evidence bundles for panel hearings.
* Ensuring all deadlines in relation to Judicial Complaints and Interim Orders are recorded and adhered to.
* Represent Swim England before any person, body or panel established under the Safeguarding or Judicial Regulations.
* Conduct due diligence to assess any allegations of serious misconduct and decide whether it warrants formal investigation and the bringing of a “Judicial Complaint” on behalf of Swim England.
* Take responsibility for Swim England’s complaints process.
* Work closely alongside the safeguarding and judicial teams with a mindset of continuous improvement to ensure Swim England’s disciplinary processes are fair, transparent, and efficient.

**Essential**

* Experience of working independently and to tight deadlines.
* Experience of managing cases and preparing legal bundles.
* Excellent written and verbal communication skills to be able to deliver persuasive legal argument.
* Advocacy experience.
* Experience of conducting investigations, including the preparation of reports and recommendations.
* Experience of providing witness care.

**Desirable**

* Recognised professional legal qualification.
* Experience working in or with sporting organisations.
* Understanding of safeguarding law or processes.

**Values:**

**Job Purpose:**

To oversee the disciplinary process relating to interim and full safeguarding orders with panel hearings, to assess and investigate allegations of Serious Misconduct, and to oversee Swim England’s complaints process.

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**Job Title:** **Disciplinary Officer**

**Department:** Safe Aquatics and Welfare

**Reporting to:** Director of Safe Aquatics and Welfare

**Direct Reports:** None

**Location:** SportPark Loughborough [3 days in the office]

**Grade:** [6]

**Skills and experience required**

**Key responsibilities**

Job Description