

***From Playground to Podium:** As an organisation the ITF has a significant influence in tennis. We are involved in everything from inspiring grassroots initiatives to elite international competitions and all that falls in between. We have a touchpoint at every stage of a player's career across all levels and formats of tennis. From the Play and Stay Campaign to the Davis and Billie Jean King Cup podium, the ITF is engaged and committed to delivering tennis for future generations.*

ITF ROLE OVERVIEW

JOB TITLE:	Safeguarding Officer (cases)
DEPARTMENT:	Integrity & Legal - Safeguarding
REPORTING TO:	Head of Safeguarding
LOCATION:	Roehampton, South West London (some international travel)

We currently work to a hybrid model requiring a mandatory minimum of 3 days per week working in the office based in Roehampton, London and as part of this, Mondays and Tuesdays are 'anchor days' where all staff are obliged to work from the office.

International Tennis Federation (ITF) is the world governing body of tennis. Founded in 1913, its purpose is to ensure the long-term growth and sustainability of the sport, delivering tennis for future generations in association with its 213 national and regional member associations. The ITF oversees the rules and regulations that govern international and national competition.

The ITF is responsible for the worldwide development of tennis through its highly regarded Development Programme, its Science and Technical department which monitors equipment and technology, and its Officiating department which oversees the education and advancement of officials. The ITF is the owner and co-owner of the two largest annual international team competitions in tennis, the Davis Cup and Billie Jean King Cup (BJKC) by Gainbridge and manages the Olympic and Paralympic Tennis Events on behalf of the IOC and IPC. The ITF organises over 1,500 weeks of men's, women's and junior tournaments on the ITF World Tennis Tour, ITF Beach Tennis Tour, UNIQLO Wheelchair Tennis Tour and the ITF Masters Circuit. The ITF upholds the highest standards of integrity and is a partner in the International Tennis Integrity Agency.

The Role:

The purpose of this role is to be an active member of a safeguarding team that is responsible for implementing the ITF's safeguarding strategy to ensure international tennis is a safe and inclusive sport for all participants and make the ITF a global leader in international sports safeguarding.

Responsibilities:

- Investigate and manage safeguarding cases.
- Support and deputise (as necessary) for the ITF Head of Safeguarding.
- Support the delivery of all aspects of the ITF Safeguarding Strategy.
- Share the weekend 'on call' service with other members of the Safeguarding team.
- Support the development and delivery of the safeguarding and education programme.
- Promote safeguarding within the ITF.
- Support liaison with key tennis stakeholders.
- Assist with updating and timely production of the ITF safeguarding policies, case management procedures, ITF World Tennis Tours' regulations and other related documents.
- Assist with the preparation of presentations, papers, statistics and reports.
- Maintain an awareness of national and international safeguarding issues that impact sporting

environments.

- Develop and maintain up-to-date safeguarding knowledge and skills through training and professional development.
- Undertake other responsibilities, as directed by the ITF Head of Safeguarding.

As the needs of the business can evolve rapidly this role may change accordingly, therefore this document should be viewed as guidelines which are subject to change.

You will have...

Essential

- ✓ Experience in safeguarding investigations and the management of safeguarding cases.
- ✓ Experience in a relevant environment, such as sport, social care, or law enforcement
- ✓ An understanding of key safeguarding legislation and its practical application in sport.
- ✓ Experience in the creation and maintenance of accurate and confidential records.
- ✓ Experience in working with children, their families and/or vulnerable groups.
- ✓ The ability to support staff in responding appropriately to safeguarding concerns with sound advice and expertise.
- ✓ Exceptional interpersonal communication skills to build positive relationships.
- ✓ Ability to produce reports and written material to a high standard.
- ✓ The ability to maintain confidentiality.
- ✓ Sound working knowledge of Microsoft Office packages and other digital technologies.

Desirable

- ✓ A second language, particularly French or Spanish.
- ✓ Experience and competence in presenting and/or delivering training.
- ✓ Knowledge of sports governance.
- ✓ Experience of safeguarding in a national / international sports environment.

What we offer

- 25 days holiday per annum plus bank holidays
- Private Healthcare
- Group personal pension scheme, Life assurance and Wellbeing Allowance (subject to conditions)
- Health Cash Plan
- Lunch provided when working in the office (up to £9 per day)
- Complimentary healthy snacks and fresh fruit when working in the office
- Ride2Work Scheme
- Free parking onsite
- Working hours: based on 35 hours per week. Normal office hours are 09:00 – 17:00 Monday to Friday. Flexible working hours possible with core hours of 10am – 4pm (weekend work and longer hours are a part of the role when travelling)

To apply...

Please email your CV and cover letter to itftennis@psdgroup.com stating **Safeguarding Officer** in the subject line of your email, clearly indicating in your cover letter whether you require sponsorship or a work permit to work in the UK either now or in the future.

The ITF processes your applicant data in accordance with our Privacy Notice – Recruitment, which can be found on [our website](#).

The successful candidate will be subject to an enhanced DBS or equivalent level Overseas Criminal Records Check.

Equality, diversity & inclusion (EDI) is a fundamental priority for the ITF. Our philosophy focusses on embedding inclusive behaviours and processes across every element of our business practice.