

ITF ROLE OVERVIEW

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| JOB TITLE: | Safeguarding Officer |
| 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 growing safeguarding team responsible for implementing the ITF's safeguarding strategy to ensure international tennis is a safe and inclusive sport for all participants. This involves developing processes and procedures within a robust legislative and regulatory framework that will make the ITF a global leader in international sports safeguarding.

Responsibilities:

- Support the delivery of all aspects of the ITF Safeguarding Strategy, with a focus on the development and delivery of education for key stakeholders, and the provision of support for National Associations and Regional Associations to develop local competence and capacity.
- Support the investigation of safeguarding cases, including sharing the weekend 'on call' service.
- Manage the ITF's background checks programme
- Support and deputise (as necessary) for the ITF Head of Safeguarding
- Assist with updating and timely production of the relevant safeguarding regulations of ITF events and related documents
- Promote safeguarding within the ITF
- Prepare and 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 regular training and professional development
- 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 of safeguarding in sport or a relevant organisation
- ✓ Experience in the development and delivery of education and support to build competence and capacity, particularly in external bodies
- ✓ The ability to help stakeholders to convert theory into practice
- ✓ Exceptional interpersonal communication skills to build positive relationships with key stakeholders and partners
- ✓ Experience in the management of safeguarding cases, including the maintenance of accurate and confidential records
- ✓ An understanding of key safeguarding legislation and its practical application in sport
- ✓ 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
- ✓ Ability to produce reports and written material to a high standard
- ✓ A discreet and confidential approach to your work
- ✓ Ability to proactively promote safe and inclusive sports environments
- ✓ Adequate working knowledge of Microsoft packages and other digital technology.

Desirable

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

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.