



Regional Safeguarding Officer

Responsible to	National Safeguarding Manager
Location	Mobile role based in the North and Midlands West Area
Salary	Up to £34,000 per annum depending on experience

About the Role

Our vision is 'Tennis Opened Up', and our mission is to transform communities through tennis, focusing on three areas – making tennis welcoming, enjoyable and inspiring to everyone.

The LTA wants tennis to be open to as many people as possible, across the whole of Britain. In order to achieve this, it must maintain and develop the highest safeguarding standards across the sport. As part of the Safeguarding Team, the Regional Safeguarding Officer plays a key role in delivering the LTA Safeguarding Plan (2024-26) by taking a proactive approach to safeguarding and conducting quality assurance procedures on venues, county associations and competitions. The Regional Safeguarding Officer also plays a key role in managing relationships with volunteers, ensuring high safeguarding and casework standards, and continuously improving safeguarding awareness across tennis.

This role involves regular travel within the North and Midlands West Area, which encompasses Cheshire, Gloucestershire, Herefordshire & Worcestershire, the Isle of Man, Lancashire, Shropshire, Staffordshire and Warwickshire. Occasional travel to the National Tennis Centre in London will also be required. A flexible work pattern (evenings and weekends as required) is essential as the role involves working with volunteers.

An Enhanced DBS check is required for this role.

Key Accountabilities

Safeguarding Standards:

- Conduct a quality assurance process on venues, county associations and competitions to ensure LTA Safeguarding Standards are adhered to (ability to travel essential).
- Create, implement and monitor robust and clear reports for venues, county associations and competitions on their safeguarding procedures.
- Build relationships with regional performance centres to ensure the highest standards of safeguarding for those on performance programmes.



Case Management:

- Manage safeguarding concerns (including making referrals, conducting interviews and taking statements) as directed and under the supervision of Safeguarding Team Management.
- Provide advice and support to colleagues, venues, county associations, coaches, welfare officers, volunteers, officials, children, parents and adults at risk.

Education and Training:

- Deliver presentations/training to coaches, venues, volunteers and colleagues in order to improve the level of safeguarding expertise.
- Foster and maintain positive relationships and networks between Welfare Officers and County Safeguarding Officers through engagement activities, including forums and conferences.
- Support with the development of high-quality resources, guidance, projects and events as required.
- Act as an ambassador for the LTA at sport sector, industrial events, and other networking opportunities.

Legislation:

- Keep informed of, and work within, current legislation, statutory and other guidance with regards to safeguarding and data protection and cascade the information accordingly.

Person Specification

Previous Experience of:

Working in a safeguarding role.	<i>Essential</i>
Implementing safeguarding policy and procedures and ensuring these are delivered on the ground.	<i>Essential</i>
Managing and investigating safeguarding cases.	<i>Essential</i>
Creating and delivering presentations.	<i>Essential</i>
Developing and influencing relationships with stakeholders.	<i>Essential</i>
Quality assuring / auditing organisations.	<i>Desirable</i>
Safeguarding in the sports sector.	<i>Desirable</i>
Working with volunteers.	<i>Desirable</i>

Knowledge, Training & Qualifications:

Understanding of current safeguarding legislation and guidance within England in respect of both children and adults at risk.	<i>Essential</i>
Competent in the use of IT systems (Microsoft Office).	<i>Essential</i>
Excellent organisation and time management with ability to prioritise workload.	<i>Essential</i>
Investigation training.	<i>Desirable</i>
A professional or vocational qualification in safeguarding or related subject.	<i>Desirable</i>

Personal Attributes:

<i>Inclusion</i>	<ul style="list-style-type: none">• Create an environment where people feel safe and welcomed.• Value people's differences and believe they make us stronger.• Take the time to learn more about inclusion and remove any current or potential barriers.
<i>Teamwork</i>	<ul style="list-style-type: none">• Able to work on own initiative and appreciate the high level of accountability.• A great leader and motivator of others.• A great communicator both internally & externally.• Always prepared to work collaboratively.
<i>Integrity</i>	<ul style="list-style-type: none">• A high degree of emotional intelligence and self-awareness, with the ability to adapt style to meet the needs of the audience.• Will always suggest improvements to ways of working.• Will be comfortable challenging groups or individuals to ensure high levels of work.• Treats others as you wish to be treated.
<i>Passion</i>	<ul style="list-style-type: none">• A genuine passion for people and good customer service ethic.• Highly proactive with a 'can-do' attitude.• Hard working & driven to succeed and achieve our mission.
<i>Excellence</i>	<ul style="list-style-type: none">• Always aims to achieve the best possible outcome.• Develops plans based on best practise and previous experience.• Seeks support from colleagues to improve outcomes.• Will be happy to take the more challenging route if it results in higher quality outputs.

Our Benefits

We are proud of the range of benefits we can provide:

- 25 days annual leave
- Annual award extra leave
- Pension
- Life assurance
- Reimbursement of eye tests
- Long service awards, plus monthly and annual colleague awards
- Private Medical & Health Insurance
- Free onsite gym & use of the Tennis & Padel courts
- Cycle to Work Scheme
- Enhanced maternity, paternity, adoption, and shared parental leave
- Free mental health first aider support
- Colleague ticket offer
- Annual Bonus Scheme
- Free parking & bike racks
- Retail discounts
- Training & Development
- Summer and Christmas party
- Electrical vehicle charging points
- Staff lockers
- 30% discounts in our café
- Social activities including Tennis Tuesdays, Padel Wednesdays, Football Thursdays, all colleague days, cycling club, running club etc.

Our Culture

The LTA, through its vision 'Tennis Opened Up', is committed to creating a diverse environment where all colleagues feel included and a strong sense of belonging. We are proud to actively invite applications from all candidates who meet the essential criteria and can work in the UK. We commit that everyone will receive equal consideration for employment irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.

We particularly welcome applications from:

- *People from ethnically diverse communities*
- *Deaf and disabled people*
- *Members of the LGBTQ+ community*
- *People with lived experience of the UK's many and varied communities*

The LTA Tennis Foundation is a new tennis charity that partners with brilliant people and organisations to improve lives through tennis. It shares the LTA's vision of 'Tennis Opened Up', and it wants to use our sport to make a real difference to people across the whole country. All LTA colleagues have the chance to get involved with the LTA TF, with some directly involved in delivering and leading its work.

To truly deliver our vision of 'Tennis Opened Up', we believe it is critical that the LTA plays our part in contributing to a healthier and more sustainable society. We want to grow tennis in Britain, but do so in a responsible way, protecting and supporting the environment and working with everyone in the sport to tackle our climate impacts. We are committed to ensuring a lasting future for tennis in Britain, and our Environmental Sustainability Plan sets out how we will do this.

Find out more here:

- [Life at the LTA](#)
- www.lta.org.uk/sustainability