



## **WILTSHIRE TENNIS – COUNTY SAFEGUARDING OFFICER (CSO)**

### **Role Description**

Wiltshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Wiltshire Tennis.

The management of Wiltshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn takes responsibility for the administration and development of tennis throughout the County as well as all remunerated roles required to support the work of the Association. The vision and mission of Wiltshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable.

The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion and encourage people from all backgrounds and experiences to apply to join Wiltshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

### **Role of the County Safeguarding Officer**

The CSO ensures that the County is fully compliant with the safeguarding requirements that County Associations are required to adhere to by the LTA. They must also ensure these requirements are reviewed and maintained. The CSO also acts as a point of contact with the Regional Safeguarding Officer and the LTA Safeguarding Team.

The Safeguarding Officer is a member of the Management Committee.

### **Responsibilities as a Management Committee Member**

- To attend relevant formal meetings of the Association, LTA or other related meetings.
- To ensure that the Management Committee is aware of any issues relating to the responsibilities above.
- To work with other Management Committee members to carry out key responsibilities of the Management Committee which are:
  - To clarify and focus on the direction of tennis by creating an annual plan, prioritise its actions and to resolve any obstacles.
  - To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
  - To oversee any commercial interests of the organisation, ensuring sufficient funding/revenue is available.
  - To ensure that a constructive and productive relationship is maintained with the LTA and to ensure that the interests of the County are being represented.
  - To ensure that any changes or new initiatives/priorities from the LTA are communicated effectively to the Management Committee.
  - To ensure any decisions made are in the best interest of the organisation.

### **Specific Responsibilities as the County Safeguarding Officer**

- To report on matters within the remit of the CSO to the Management Committee.
- Work closely with Management Committee colleagues and County Administrator.

- To promote the annual LTA National Safeguarding week with venue Safeguarding and Welfare Officers.
- Assist the LTA Safeguarding Team to promote a safeguarding culture across Wiltshire.
- Ensure the Wiltshire Tennis website is updated with relevant Safeguarding information.
- Assist with LTA implementation of its safeguarding strategy within Wiltshire.
- Engage with venues and their Welfare Officers on matters of Safeguarding and Diversity and Inclusion.
- Encourage LTA Registered Venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer and appropriate policies and codes of conduct.
- If required, assist clubs to escalate any concerns or allegations to the LTA Safeguarding Team.
- Attend LTA Safeguarding Conferences and other forums as required.
- Where applicable, ensure safeguarding updates are included in venue and coach forums content.
- Assist Wiltshire Tennis to ensure their events are run safely using LTA event guidelines.

### **Skills and knowledge as the County Safeguarding Officer**

- An understanding of the principles of safeguarding.
- Trained by undertaking level 1 and level 2 LTA safeguarding courses.
- Prepared to undertake regular CPD to maintain and build knowledge in safeguarding best practice.
- Highly developed questioning and inter-personal skills.
- An ability to analyse situations and take appropriate action.
- Knowledge of tennis and tennis club management, and of LTA direction and activities
- Effective organisation and communication skills.
- Good understanding of the core role of the County and associated resourcing requirements.
- An ability to work on their own initiative and as part of a team.
- To understand the nature of a committee-led, voluntary organisation.
- Able to demonstrate an understanding of equality and diversity, safeguarding and their practical application to this role.
- Friendly and empathetic personality.

### **Special requirements**

- A current DBS check is required.
- Completion of Safeguarding training essential.

### **Number and Frequency of Meetings**

- Management Committee Meetings will be held at least four times annually approximately 2 weeks after each LTA Council Meeting ahead of the Regional Forum
- Additional meetings may be arranged at the discretion of the Chair to respond to the activities of the Committee and its members.
- Attend Wiltshire venue forums, coffee mornings, coach network meetings, competitions when required.
- Attend LTA Safeguarding Meetings as required.
- Attend any special events and forums mostly in the County which require the County Safeguarding Officer's presence to represent Wiltshire Tennis.

### **Expenses**

Reasonable expenses associated with the role can be reimbursed.

### **Location**

The role of the County Safeguarding Officer (CSO) Lead will mostly be carried out from home. Travel to various meetings will be necessary as well as to specific visits and events mostly within the County.

