



Job description & person specification

Employer:	The British Mountaineering Council
Job Title:	Safeguarding Manager
Duration:	Permanent
Remuneration:	£35,000 per annum, as well as excellent benefits including generous holiday allowance and company pension, (healthcare and life insurance after qualifying period)
Hours of work:	9.00 am to 5.00 pm, Monday to Friday (35-hour week), although the BMC operates a flexi time system between the hours of 8.00 am to 6.00 pm with core hours between 10.30 and 3.30pm and is trialling hybrid working.
Reporting to:	Head of Sport & Community Development
Direct reports:	1 x Safeguarding Officer (pt)
Location:	BMC, 177-179 Burton Road, West Didsbury, Manchester, M20 2BB

Background

The BMC is the national body for climbers, hill walkers and mountaineers in England and Wales. The organisation has over 80,000 members, over 40 staff and a nationwide network of volunteers.

Through GB Climbing, we are also the National Governing Body for sport climbing and are at an exciting time as we develop the infrastructure of our elite performance programme with the continued inclusion of sport climbing as an Olympic sport until at least Los Angeles 2028.

This is a fantastic opportunity for someone with extensive safeguarding experience who is in, or wants to move into, a lead safeguarding role at a national body of sport; or someone near the beginning of their safeguarding career who is seriously looking to develop into a lead safeguarding role. There has never been a more opportune time to join our sport.

Job Outline

The Safeguarding Manager will lead the development of the BMC's approach to safeguarding children, young people and vulnerable adults. The post holder will be a central point of contact for internal and external individuals and agencies and will represent the BMC at external meetings related to safeguarding.

The Safeguarding Manager will have responsibility for managing concerns about children, young people and adults at risk that fall within the sphere of the BMC's activities, including within BMC's Safeguarding structure, reporting these to Board and other relevant bodies.

This includes ensuring robust policies and procedures are in place; providing support and guidance to our affiliated clubs; and developing, promoting and communicating safeguarding information, resources and training across the organisation.

The post holder will also provide support, guidance and advice to GB Climbing (the BMC's Performance, Talent and Competition department) in relation to athlete welfare.

This role will sit within the Sport and Community Development Department and will involve collaborative working across the whole of the BMC, ensuring all work areas have a good understanding of, and adhere to, the regulations and policies that apply to safeguarding for children, young people and vulnerable adults.

The Safeguarding Manager will be based at the BMC's headquarters located in south Manchester. The nature of this role may require regular travel throughout the UK, requiring the flexibility to spend periods of time away from home at weekends and evenings when required.

KPIs

- Delivery of BMC strategic priorities relevant to the role.
- Delivery of KPIs as agreed with Sport England.

Specific work areas:

- Develop a strategy for managing the BMC's involvement with young people and be the lead within the organisation for Child and Vulnerable Adult Safeguarding and Child Protection.
- Responsible for managing the day-to-day Safeguarding activities of the BMC, including:
 - Responding to enquiries
 - Developing good practice guidance
 - Managing cases of poor practice or abuse reported to the organisation
 - Managing the BMC Safeguarding records system
 - Managing referrals to children's social-care services and the police, where appropriate
 - Providing oversight of the BMC's DBS checking service
 - Ensuring safeguarding standards are met and maintained
 - Ensuring that the BMC meets the legal requirements of Safeguarding Standards
 - Manage the Disclosure and Barring Service (DBS) checks provided by BMC; ensure administrative compliance with the DBS Code of Practice
 - Line managing a part time (0.4) Safeguarding Officer
- Act as Secretary to the BMC Safeguarding Group and the BMC Case Management Group
- Play a lead role in maintaining and reviewing the BMC's *Implementation Plan for Safeguarding and Protecting Children and Vulnerable Adults*.
- Keep own safeguarding knowledge and skills up-to-date
- Work with internal and external partners will include, but not be limited to: NSPCC Child Protection in Sport Unit (CPSU), Disclosure and Barring Service (DBS), the Sport and Recreation Alliance (SRA), Sport England, UK Sport, English Institute of Sport (EIS), English Federation of Disability Sport (EFDS).
- Any other such work the organisation may ask you to undertake from time to time.
- The post holder will be subject to an enhanced DBS check.

Skills & Person Specification	Essential / Desirable
Demonstrate experience of safeguarding in sport, and / or health, education or social care and / or a similar body	Essential
Knowledge of legislation, government guidance and national framework for safeguarding children, including the role and responsibilities of statutory agencies, including Local Safeguarding Children Boards	Essential
Demonstrate experience of effective case management and investigating safeguarding concerns, disclosures, allegations and incidents	Essential
Demonstrate understanding and experience of DBS management systems and referral process	Essential
Experience of developing and implementing safeguarding policies, guidance and procedures	Essential
Demonstrate experience of developing safeguarding networks and sharing good practice through training and resource development	Essential
Demonstrate a high level of integrity with the ability to deal with sensitive and confidential matters and have a positive solution focused attitude	Essential
Strong interpersonal and communication skills including a person-centred approach, understanding the rights, needs and best interests of children and vulnerable adults	Essential
The ability to identify, address and resolve problems, working under own initiative or as a team to meet deadlines	Essential
Current and relevant safeguarding training	Essential
Excellent verbal and written communication skills	Essential
Prepared to work unsociable hours such as evenings and weekends and undertake domestic travel	Essential
Provide high levels of customer service to colleagues and external stakeholders	Essential
Demonstrate prior experience as a Lead Safeguarding Officer or Deputy Lead Safeguarding Officer	Desirable
Educated to degree level	Desirable
An understanding of the functions of a membership organisation / representative / governing body of sport	Desirable
An understanding of sports clubs and the challenges they face	Desirable
Knowledge of high-performance youth sport	Desirable
Experience of working with volunteers and committees	Desirable
Knowledge and understanding of diversity and inclusion	Desirable

The BMC is fully committed to equality of opportunity for all and aims to select people based on their skills, abilities, experience, knowledge and, where appropriate, qualifications and training. As a representative organisation, working across England and Wales, we welcome those who can read and speak the Welsh language.

Application Process

Should you wish to be considered for this role, please send your application to recruitment@thebmc.co.uk by **09.00 Tuesday 6 September 2022** and include the following;

- An up-to-date CV, including details of 2 professional references (these will not be contacted until after the interview process is complete and an offer made)
- A covering letter detailing why you are interested in this role.

Application & Interview Timeline

Please see the below timeline for this application and interview process:

Applications Open	02 August 2022
Applications Close	09.00 on Tuesday 6 September 2022
Shortlisting	6 – 7 September 2022
Applicants Notified of Shortlisting Outcome	7 September 2022
Interviews planned	Tuesday 13 September 2022, face-to-face in Manchester