

## Job Description

<b>Job Title:</b>	<b>National Lead Safeguarding Officer</b>
<b>Department:</b>	Welfare & Safeguarding
<b>Reporting to:</b>	Director of Sport Development
<b>Direct reports:</b>	Safeguarding Officer; Safeguarding and Governance Officer; DBS Officer
<b>Location:</b>	Archery GB, Lilleshall National Sports Centre / Hybrid

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### Our values

We have developed a set of values to guide how we operate. As one archery community;

- we value people for who they are and what they do.
- we choose to work and learn together.
- we strive for excellence.
- we always act with integrity.

### About the role

The National Lead Safeguarding Officer (NLSO) has primary responsibility for managing and reporting concerns about children and young people as well as for putting into place procedures to safeguard children in the organisation, supporting regional welfare officers and club welfare officers, where relevant.

This role is also responsible for embedding a safeguarding culture throughout the organisation, using their influence to create safe and positive environments for children to participate in sport and physical activity.

### Duties and responsibilities

- Working with others within the organisation to create a positive, child-centred environment within the sport.
- Lead the Welfare & Safeguarding team to deliver against the strategic safeguarding action plan and handle complaints management to the highest standards.
- Take a lead role in developing and establishing the organisation's approach to safeguarding children and young people and embedding best practice within all areas of the organisation.
- Manage cases of poor practice and abuse reported to the organisation.
- Manage referrals to children's social care services and the police.
- Represent the organisation at external meetings related to safeguarding.
- Coordinate the dissemination of policy, procedures and resources throughout the organisation.
- Provide advice and support to regional welfare officers and play a lead role in their recruitment, selection and training.
- Advise on the organisation's training needs and the development of its training strategy, providing training where appropriate.
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children and young people.

- Ensure safeguarding standards are consistently met, maintained, and improved.
- Keep own knowledge and skills up to date.
- Promote inclusive and anti-discriminatory practice.

## Required skills and abilities

- Child-centred approach.
- Administration and systems (records) management skills.
- Ability to provide advice and support at all levels within the organisation.
- Communication skills.
- Ability to develop and produce national level guidance and resources.
- Influencing skills and ability to facilitate systemic change.
- Ability to handle emotionally distressing matters.
- Ability to deliver core training through different levels within the organisation.

## Required knowledge

- Role and responsibilities of statutory agencies, including Local Safeguarding Children Boards.
- Planning processes for safeguarding and child-protection enquiries and investigations.
- Ability to recognise and define poor practice and abuse, including thresholds of abuse.
- Own organisation's role and responsibilities to safeguard and promote the welfare of children and young people.
- Organisation's policy and procedures related to safeguarding and protecting children.
- Core values and principles that underpin good safeguarding practice.
- Awareness of contextual safeguarding and current affairs that impact the welfare of children and young people, and ability to quickly recognise and respond to emerging issues.
- Safer recruitment and an understanding of its importance in preventing abuse within sport.
- Legislation, government guidance and national framework for safeguarding children.
- How to recognise and respond to allegations of abuse.

## Key relationships / interfaces

- Independent Chair and Deputy Chair of the Case Management Panel
- CPSU
- Sport England and Sports Resolutions (through the safeguarding support programme)
- Sports Integrity and UK Sport (through the safeguarding support programme)
- Archers, volunteers and contractors (to ensure policies and procedures are understood / followed)
- Safeguarding Officers network in archery and wider safeguarding colleagues from across sport, including the Sport Welfare Officers and stakeholders such as Ann Craft Trust and NSPCC
- Other regulatory bodies and professional safeguarding networks (to share best practice and inform future ways of working)

## Flexibility clause

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB.

## Variation Clause

This is a description of the job as it currently applies. This will be reviewed, in conjunction with the post holder, and updated or varied as appropriate. It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

**Last reviewed:** July 2025