

Safe Sport Case Officer

Role and Responsibilities

Responsible to: Safe Sport Manager

Responsible for: Provide advice and guidance on all protection, wellbeing and safeguarding matters ensuring practical, strategic, and operational support to deliver Scottish Gymnastics' safeguarding strategic objectives.

Key Responsibilities

Supporting Club Safeguarding Officers

You will:

- Provide guidance and support to Club Safeguarding Officers in managing safeguarding concerns.
- Assist with the initial assessment of concerns, including referrals, risk assessments and determining appropriate actions.
- Advise on the collection, recording and management of case-related information.
- Support the planning and preparation of difficult conversations, meetings and interviews.
- Promote good safeguarding practice and effective implementation of Scottish Gymnastics policies and procedures.

Case Management and Investigations

You will:

- Manage a caseload of safeguarding, wellbeing and protection concerns under the direction of the Safe Sport Manager.
- Investigate and manage cases, escalating complex or serious concerns where appropriate.
- Receive, record and review safeguarding referrals, complaints, allegations and concerns.
- Undertake enquiries through meetings, telephone calls and virtual platforms.
- Gather evidence, obtain witness statements and conduct interviews with relevant parties.
- Maintain regular communication with complainants, respondents and other stakeholders throughout the case process.
- Liaise with external agencies, including statutory services, clubs and partner organisations.
- Undertake risk assessments and advise on appropriate risk management measures.
- Ensure accurate, timely and secure case recording using the case management system.
- Prepare documentation and evidence bundles for disciplinary hearings, appeals and case panels.
- Present case information at Conduct in Sport hearings and appeal hearings when necessary.

- Participate in safeguarding supervision, case management meetings and continuous professional development activities.
- Work collaboratively across the organisation to promote a child-centred and trauma-informed approach to safeguarding.

Candidate Specification

Criteria/Attributes	Essential	Desirable
Knowledge and Experience	Experience of case management, safeguarding, child protection or conduct investigations. Knowledge of safeguarding legislation, policy and practice. Experience assessing risk and making informed recommendations.	Experience within a sporting, education, social work, third sector or safeguarding environment. Understanding of disciplinary and complaints processes. Knowledge of safe sport principles and current safeguarding developments in sport. Relevant safeguarding, child protection or investigative qualifications.
Skills and Abilities	Excellent written and verbal communication skills. Strong organisational skills and the ability to manage multiple priorities. Experience working sensitively with children, young people and adults involved in safeguarding processes. Ability to build positive relationships with volunteers, members, clubs and external partners. High levels of professionalism, integrity and confidentiality. Competent IT skills, including case management and Microsoft Office systems.	Ability to initiate and develop practices, analyse, and use judgement to identify best solutions
Other requirements	Ability to work some weekends and evenings Satisfactory PVG scheme membership	