Job Title: Safeguarding Lead  
Location: Flexible  
Reporting to: Head of Operations  
Management Responsibility: None  
Salary: £20,000  
Hours & Working Pattern: Initially 2 days per week,Flexible hours including being available for emergency calls related to safeguarding issues over the weekend (which are rare).  
Holidays: 20 days plus Bank Holidays (pro rata)  
Other Benefits: Pension  
Other: Initially 1 year contract

**Primary Purpose**
1. To lead case management and policy development of safeguarding children and vulnerable adults at parkrun UK.  
2. To support the parkrun Operations team in ensuring parkrun maintains a safe and positive environment for children and vulnerable adults.  
3. To support the parkrun Operations team in ensuring parkrun is legally compliant with regard to safeguarding policies and procedures.

**Main Responsibilities and Accountabilities**

1. **Policies & Procedures**  
   a. Reviews and updates the current safeguarding policy and procedure.  
   b. Develops a vulnerable adults safeguarding policy.  
   c. Ensures that all involved in parkrun have access to the policy documents through parkrun communications, and is available to answer queries as necessary.

2. **Collaboration with External Organisations**  
   a. Continues to liaise and work with UKA in respect of safeguarding children and adults.  
   b. Liaises and works with the CPSU, sports governing bodies, Local Authorities and police Safeguarding Teams (the Hub).
3. Event Support
   a. Provides support and advice to staff, Event Teams and volunteers on all aspects related to the safeguarding child and vulnerable adults
   b. Advises on risk assessment of events.
   c. Manages the DBS process for junior parkrun events and deals with any resulting queries.
   d. Assists in decision making in respect of DBS checks in collaboration with Head of Operations.
   e. Responds appropriately to disclosures or concerns which relate to the well-being of a child/vulnerable adult.
   f. Advises the Operations Team in respect of safeguarding cases and provides progress reports where a permanent or temporary suspension from parkrun is required.

4. Record Keeping
   a. Maintains accurate, confidential and up-to-date documentation on all cases of safeguarding and provides reports to Head of Operations.

5. Training & Resources
   a. Recruits, develops and supports specialist Safeguarding Ambassadors.
   b. Develops and implements safeguarding training for parkrun volunteers.
   c. Develops advice guidance notes for teams (e.g. dealing with parental behaviour).
   d. Signposts staff, event teams and Safeguarding Ambassadors to relevant external training opportunities.

6. Other
   a. Liaises with external bodies as appropriate.
   a. Represents parkrun at any safeguarding related external meetings.
   b. Keeps abreast of any relevant legislative changes.
   b. Develops relationships with other sports/mass participation events providers to network and learn etc.

The parkrun Mission Statement
For there to be a parkrun everywhere a community wants one.

parkrun Team Member Responsibilities
Every person on the parkrun team is a leader and an ambassador for the movement however staff may demonstrate leadership at different times. Every person has a responsibility to:

1. Uphold the organisation's vision and values.
2. Represent the parkrun in the best possible light.
3. Improve quality and standards in area of responsibility.
4. Have pride in their work and how it is presented to others.
5. Identify risks and remove the causes of failure.
6. Take appropriate action for anything you observe that does not support parkrun ethos, principles or guidelines.
7. Explore better ways of working and make continuous improvements.
8. Actively seek opportunities to help others do a better job with less effort.
9. Care for the health, safety and welfare of work colleagues.
10. Actively take responsibility for own learning and development in all respects.

Security & Confidentiality

During the course of your employment you will have access to, see or hear information of a confidential nature and you are required not to disclose such information.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998 unless explicit written consent has been given by the person identified.

General Information

This role profile is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed at any time, in agreement with the post holder.

The post holder will be required to comply with all policies and procedures issued by parkrun Ltd.

parkrun Ltd is an equal opportunities employer and the post holder is expected to promote this in all aspects of their work.

This role profile will be subject to discussion and review on a regular basis within the performance and development review process. It is an accurate reflection of the main requirements of the job at the date shown below.

Signatures:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Employer</th>
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<td>Date</td>
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## Experience

- An exemplary track record of working at a senior level in safeguarding, preferably in sports environment.
- Experience of the needs of vulnerable adults in sport or in the community.
- Experience of working directly with statutory agencies and sports governing bodies.
- Experience of devising, developing and implementing safeguarding policies and procedures in line with government and CPSU guidance.
- Experience of conducting post-incident investigations.
- Experience of supervising and monitoring the work of volunteers.

## Knowledge and Understanding

- A working knowledge of the police, local authority and voluntary bodies role in child safeguarding.
- Comprehensive knowledge of the UK’s legal framework concerning safeguarding of children and vulnerable adults.
- An understanding of the management and delivery of parkrun events. (D)
- A good understanding of safeguarding in sport

## Skills

- Strong listening skills and the ability to deal with sensitive situations with integrity.
- Ability to develop working relations with a range of organisations.
- Ability to challenge opinion, where necessary, and to promote child and vulnerable adult safeguarding at all times
- Ability to communicate effectively (orally and in writing) and deliver presentations suitable for a range of audiences.
- Ability to prioritise workloads and manage time effectively.
- Ability to write reports to deadline.
- Ability to think creatively and to develop policies that are bespoke to parkrun, forward thinking and, possibly, challenging to the norm.

## Personal Attributes

- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child/vulnerable adult.
- Ability to identify work priorities and manage own workload, ensuring that lower priority work is kept up to date.
- Ability to demonstrate reliability, discretion and self-motivation.
- The ability to work independently, with minimum supervision and manage stressful situations.
- Ability to form relationships with a diverse range of people.
- Commitment to work as part of a team, communicating openly and sharing knowledge and skills.
- A passion for the parkrun movement and changing lives through socially focused physical activity.
### Job Description & Personnel Specification

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<thead>
<tr>
<th>Education, Training &amp; Qualifications</th>
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<tbody>
<tr>
<td>● Appropriate training in safeguarding children and/or vulnerable adults.</td>
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<th>Other Special Requirements</th>
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<td>● The facility to work from a home base. (D)</td>
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<td>● IT literate including ability to use Word, Excel and PowerPoint.</td>
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<td>● Valid driving licence and use of vehicle and appropriate insurance.</td>
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<td>● Ability to travel independently and willing to work away from normal place of work as required.</td>
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<td>● Committed to anti-discriminatory practice in all areas of work.</td>
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<td>● Willingness to undertake regular training as and when required in job-specific areas.</td>
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