



BERKSHIRE TENNIS

Volunteer County Safeguarding Officer

Make a difference with Berkshire Tennis

Berkshire Tennis has a vacancy for the role of **County Safeguarding Officer (CSO)**.

Who are we?

Berkshire Tennis is the governing body for tennis in the region. We are run by a volunteer Management Committee - a friendly team of volunteers who love the sport of tennis and are happy to help with the running of tennis activities across the County. For example, we work with clubs and venues on safe and welcoming opportunities for everyone to play, we organise and run leagues, competitions and tournaments, we promote coaching across the county, and we support our county level players, both juniors and seniors. And of course, we have a general mission to increase access to tennis for everybody.

What's the role?

The successful candidate would join the Management Committee and be responsible for promoting and embedding a culture of safeguarding in the county and act as a point of contact between the Regional Safeguarding Officer and the LTA Safeguarding Team. The CSO would ensure that the County is fully compliant with the Safeguarding requirements for all LTA County Associations and review and update all policies on a regular basis. They will assist in supporting registered venues to put in place procedures to safeguard children (U18), adults and engage with venue Welfare Officers.

Key aspects of the role would require:

- attendance at four County committee meetings per year
- attend the LTA Safeguarding conference and other forums as required.
- attend the LTA safeguarding course (3 hours)
- hold a current DBS
- engage with venues and Welfare Officers on safeguarding and diversity and inclusion matters and updates
- encourage registered venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies and codes of conduct and providing details of local courses

Do I need any specific skills?

Person Specification

We are looking for someone who can promote safeguarding, diversity and inclusion and will bring teamwork, integrity, and excellence in their work. Previous experience could include:

- Current Venue Safeguarding Officer
- Working with tennis venues
- Working with volunteers
- Working with children
- Work within safeguarding/adults at risk



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Personal Attributes

- Ability to relay communications from LTA Safeguarding team
- Child and adult at risk focused approach
- Able to record information accurately and clearly
- Ensure discretion and confidentiality when required
- Communication and administration skills i.e. word/email
- Approachable & trustworthy
- Engaging and supportive
- Able to resolve conflict calmly
- A good listener
- Professional and helpful

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.

If you are interested in this role, please send your application including details of previous experience to us at office@berkshiretennis.org.uk