

Safeguarding Manager

Job Description

Job Title:	Safeguarding Manager
Location:	England Hockey Head Office - Bisham Abbey National Sports Centre <i>Open to flexible arrangements but some travel to office will be required</i>
Salary:	Circa £40k per annum
Responsible to:	Head of Legal and Governance
Hours:	Full-time

ENGLAND HOCKEY BACKGROUND

England Hockey's mission is to "share the love of hockey and work together to make hockey more visible, relevant and accessible to all". The current focus for the organisation is delivery of its 5 objectives within the 2023-2028 strategic plan which can be found [here](#).

England Hockey is the National Governing Body for the sport of Hockey in England and is responsible for the management and development of the sport from grass roots to elite activities. We:

- Have a membership comprising clubs (750+), counties (42), and Areas (8) that affiliate to it. Approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges. C.900,000 children play at school. More than 15,000 coaches, umpires and officials are supported / developed.
- Have an income/expenditure of average £9m p.a. The Chief Executive is directly responsible for the operational budget but the Board, chaired by the Non-Executive Chair, approves the annual plan and budget.
- Employ 70 staff, and contract with approximately 100 part time consultants mostly in the performance and coaching area. Circa 50 volunteers work at national level to run the sport, with thousands more running the great bulk of grass roots hockey.
- Are currently the 'nominated country' on behalf of Great Britain Hockey to qualify and prepare the Great Britain squads for the Olympics.

ROLE SUMMARY

Hockey is continually evolving its regulatory framework and practices to meet growing demands in the areas of Discipline, Health and Safety and Safeguarding.

The Safeguarding Manager will lead on the strategic direction of safeguarding and be responsible for all safeguarding concerns through a robust case management process. They will contribute to the development and implementation of safeguarding policies and procedures for both young people and adults at risk.

Working closely with the Safer Sport Manager; they will contribute to the proactive education and learning activities to support the sport.

KEY TASKS AND RESPONSIBILITIES

- Lead the development and delivery of England Hockey's safeguarding strategy.
- In conjunction with the Safer Sport Manager, coordinate safeguarding submissions to the Child Protection in Sport Unit (CPSU) and the Ann Craft Trust (ACT).
- Together with the Safer Sport Manager, represent EH at external partner meetings.
- Develop a reporting framework to keep the Board and other stakeholders regularly informed of key safeguarding matters, risks, and developments.
- Act as the first point of contact for all safeguarding concerns; record, triage and distribute appropriately.
- Manage all safeguarding complaints and concerns, ensuring they are managed effectively, consistently, and in accordance with relevant policies, procedures, and regulations.
- Investigate cases, interviewing personnel and presenting cases to the safeguarding Case Management Group.
- Represent EH at LADO / multi agency meetings.
- Manage and sit on the Case Management Group, ensuring appropriate structure and effective decision-making.
- Prepare for and represent England Hockey at safeguarding disciplinary hearings and appeals.
- Make referrals to DBS in line with legal responsibility.
- Work with EDI / Discipline functions to agree appropriate route for resolution on concerns.
- Provide data on case stats, trends and themes as part of the reporting framework to Board and other relevant stakeholders i.e. insurers / funding bodies .
- Review and share data from cases with Safer Sport Manager to help inform learning, education and development.
- Maintain accurate and confidential safeguarding records and ensure appropriate information sharing and data management protocols.

PERSON SPECIFICATION

We are a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. We are proud to employ enthusiastic, inspirational, and highly skilled individuals who demonstrate through their behaviour the values of England Hockey:

- Collaborate inclusively
- Care for people and places
- Play with spirit, win with grace
- Resilient in everything we do

Qualifications and Experience

- Educated to Degree level (or equivalent) or relevant safeguarding experience.
- Knowledge or experience of working in a Sports Governing Body or similar.
- Understanding of safeguarding and roles and responsibilities of statutory agencies.
- A deep understanding of relevant safeguarding legislation, protocols, and the principles of empowerment, prevention, and protection.
- Proven track record in case management and leading safeguarding investigations.
- Experience of working in partnership with statutory agencies.
- Knowledge and experience of case management systems (IT) and case management groups.
- Understanding of data protection and information sharing.
- Experience of working with volunteers.
- Strong IT knowledge and experience.
- Full UK Driving Licence.

Skills and Abilities

- Strong interpersonal skills with the ability to maintain close and effective personal working relationships at all levels of the organisation and with external agencies and consultants.
- High sense of integrity and trust; able to deal with sensitive and confidential issues.
- Ability to exercise sound judgement when interacting with stakeholders.
- Calm and resilient under pressure, with the ability to demonstrate a balanced approach to situations.
- Well-developed active listening skills; the ability to fully concentrate on what others are saying to understand their concerns and needs.
- A compassionate and caring approach to connect with and make vulnerable people feel comfortable, especially in challenging situations.
- The mental capacity to separate personal feelings from the professional demands of the role.
- A commitment to being responsible for actions and decisions.
- Excellent verbal and written communication and platform skills; ability to communicate and relate at all levels of the organisation.
- Excellent decision-making skills.
- Ability to deliver under pressure and manage many projects and competing priorities simultaneously.
- Detail-oriented and organised, able to manage compliance processes, audits, and reporting with accuracy and consistency.
- Ability to work autonomously and flexibly.
- Strong influencing, persuading and negotiating skills.
- Preparedness to work occasional unsocial hours.

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation. All employees will be expected to support our major events.

To Apply:	<p>Please submit your CV (no more than 2 pages) and a one-page covering letter to the Head of People, by email at careers@englandhockey.co.uk clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.</p> <p><u>We would be pleased if you could also complete the Equality Monitoring Form – please use the following link: https://www.surveymonkey.co.uk/r/EDIMon</u></p>
Closing Date:	Tuesday 21 st October 2025
Interview Date:	Thursday 6 th November 2025