



# ENGLAND HOCKEY

## Safeguarding Case Officer Job Description

Job Title:	<b>Safeguarding Case Officer</b>
Location:	<b>England Hockey Head Office - Bisham Abbey National Sports Centre</b> <i>Open to flexible arrangements but some travel to office will be required</i>
Salary:	<b>Circa £28,000 per annum</b>
Responsible to:	<b>Safeguarding Manager</b>
Hours:	<b>Full-time</b>

### 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 Officer will assist with the ongoing development of safeguarding and the development and implementation of safeguarding policies and procedures for both young people and adults at risk.

They will also support the development and delivery of new and ongoing projects, ensuring safeguarding is a key component in the public facing initiatives as well as all organisational practices.

## **KEY TASKS AND RESPONSIBILITIES**

- Assist the Safeguarding Manager in the development and delivery of England Hockey's safeguarding case management function.
- Provide administrative support for all safeguarding casework, ensuring it is managed effectively, consistently, and in accordance with relevant policies, procedures, and regulations.
- Manage general enquiries for the safeguarding team through the safeguarding mailbox.
- Work with the Legal & Governance team to develop, maintain, and update safeguarding policies, procedures, and resources in line with legal requirements and sector best practice.
- Assist with the regulatory requirements of England Hockey (i.e. safeguarding framework submissions to the Child Protection in Sport Unit and the Ann Craft Trust).
- Record and collate information for inclusion in reports for Board.
- Maintain accurate and confidential safeguarding records and ensure appropriate information sharing and data management protocols.
- Work cross-functionally with internal departments and liaise with external partners to embed safeguarding across the organisation.

## **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**

- Experience of working in a safeguarding role and supporting investigation and management of complex safeguarding cases.
- Experience of working in partnership with statutory agencies.
- Knowledge or experience of working in a Sports Governing Body or similar.
- Good understanding of safeguarding and roles and responsibilities of statutory agencies.
- Knowledge and experience of case management systems (IT) and advisory case management groups.
- Understanding of data protection and information sharing.
- Experience of working with volunteers.
- Strong IT knowledge and experience.
- Relevant safeguarding experience, with professional or vocational qualifications in safeguarding would be advantageous.
- Full UK Driving Licence.

### **Skills and Abilities**

- Strong interpersonal skills and ability to work at all levels of the organisation and with external agencies and consultants.
- High sense of integrity and trust, with the ability to deal with sensitive and confidential issues.
- Ability to exercise sound judgement when interacting with stakeholders.
- Excellent verbal and written communication and platform skills; ability to communicate and relate at all levels of the organisation.



- Good decision-making skills.
- Ability to deliver under pressure and manage many projects and competing priorities simultaneously.
- Excellent organisation and attention to detail.
- Ability to work autonomously and flexibly.
- Calm under pressure and resilient.
- 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.

<b>To Apply:</b>	Please submit your CV (no more than 2 pages) and a one-page covering letter to the Head of People, by email at <a href="mailto:careers@englandhockey.co.uk">careers@englandhockey.co.uk</a> clearly identifying how your skills and experience are relevant to the requirements outlined in the job description.  <a href="https://www.surveymonkey.co.uk/r/EDIMon">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</a>
<b>Closing Date:</b>	Wednesday 14 <sup>th</sup> January 2026
<b>Interview Date:</b>	Thursday 22 <sup>nd</sup> January 2026