

Recruitment Pack:  
Sport Welfare Officer

LONDON  
SPORT

We are a  
*Living  
Wage*  
Employer

THE MAYOR'S  
GOOD WORK  
STANDARD



HEALTHY  
WORKPLACE

FOUNDATION  
2019

MAYOR OF LONDON

Watch our Let's Move London film [here](#)

*We believe in an active London*

*A city that runs, jumps, and kicks like no other.*

*A city where movement is for everyone*

*No matter the pace*

*Or the place.*

*We know the value of being active*

*And its power to change and save lives*

*In every corner of our city*

*But it isn't always easy.*

*That's why we're breaking barriers of inactivity and inequality*

*Bringing communities together through movement*

*Innovating new ways to motivate and inspire*

*And driving active habits for young Londoners*

*Not just for today and tomorrow*

*But for life.*

*We are London Sport.*

*And together, we can build a healthier city*

*Where everyone can live an active life*

*Let's Move London.*

## About London Sport

London Sport is a charity working to ensure more Londoners live longer, healthier and happier lives through being active.

Supported by Sport England and the Mayor of London, we collaborate with those who share our vision, running and supporting projects that help children, young people and the least active adults embed sport and physical activity into their lives.

## Join the London Sport Team

London's diversity is its biggest asset. That's why London Sport champions equality and strives to reflect our capital's diversity in our Board and staff appointments.

We particularly welcome applications from individuals from diverse backgrounds, ethnic minority groups, disabled people and members of the LGBTQ+ community.

At London Sport, you'll be part of a group of people who believe that we can change the lives of Londoners for the better through sport and physical activity.

We also believe in activity in the workplace. Our office is part of the House of Sport, a three story co-working space founded by London Sport to provide physical activity and sport organisations in London with a base to collaborate, network and learn from one another.

Along with our partners across the building, we are proud of a working culture that supports people to be active, whether that's through early morning yoga classes, lunchtime HIIT sessions, or post-work runs.

We're constantly challenging the sports industry to think more creatively about the ways that it works for London, and we include ourselves in that challenge too. If we're not thinking creatively, we're not thinking clearly enough about what matters for Londoners.

In recent years, we've had a run of successes which we're excited to build on going forward. From the growth of our landmark London Sport Awards to our commitment to helping children form an active habit for life, we're proud to be part of a growing and increasingly important movement to bring activity to people all across London.

We're looking for colleagues who will challenge us, encourage us, and work with us to enable every community in London to reap the benefits of an active life.

We are committed to equality, diversity and inclusion. We are focussed on ensuring that our workforce is representative of the communities we serve.

## The Role

We want every person and community to experience the enjoyment and benefits that being active can bring and believe their needs, expectations and safety should come first in the design and delivery of activity. That's why we're working to support organisations and associations, including National Governing Bodies of Sport, to safeguard children and adults.

A new, national network of Sport Welfare Officers is being created across England to support National Governing Bodies (NGB) and their local clubs to promote good practice and safe sport for children, young people and adults on a local level. In London, we are creating five new roles as part of the national programme. The officers will help support clubs move from welfare compliance to develop effective welfare and inclusive cultures. One of the five officers will also be responsible for management and co-ordination of the project.

We are looking for someone with experience of working in a safeguarding or welfare role; with building relationships, particularly with volunteers in clubs; and engaging with stakeholders to raise awareness, advocate for safe sport, and provide training to upskill the workforce.

The new roles will add capacity and expertise to the existing safeguarding work of NGBs and London Sport. They will help further understand safeguarding in local clubs e.g. how policies and procedures are cascaded and help share good practice, bringing those from different sports together. They will work closely with other Sport Welfare Officers, National Governing Bodies and wider organisations; to connect people working on welfare and safeguarding, both inside and outside sport. The officer will also bring an understanding of diversity of London's population and how clubs should seek to reflect this.

Sport England's policy response to The Whyte Review, published with UK Sport in January 2023, included the proposal to fund this professional network of Sport Welfare Officers using National Lottery grants.

### What you'll do:

- Engage with National Governing Bodies of Sport (NGB's), local County Associations and London Sport (LS) colleagues to identify the clubs which need support to develop appropriate policies and procedures and to deliver an effective welfare practice for all children, young people and adults.
- Promote the welfare of children, young people and adults through provision of training for Club Welfare Officers, promoting best practice, engaging with local Club forums and attending events to raise welfare awareness with parents, carers and participants.
- Prioritise visits to clubs where their Welfare Officers need support and provide guidance around embedding and promoting welfare across the whole organisation including the parents and carers of club members.

- Facilitate and support reporting and referral of safeguarding cases from local to national, and if appropriate, support resolution of lower-level concerns.
- Create connections between those working on welfare within and across sports at a local, subregional and national level.
- Facilitate the link between welfare within sport to external organisations such as statutory services and local safeguarding boards.
- Regularly review, evaluate and report on progress, and share learning with Welfare Officers in other Active Partnerships and NGB's and the Active Partnership National Team.
- Support colleagues when engaging with clubs regarding workforce development, equalities and club development including local place-based work.

(This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post).

## Who you are:

Please make sure to show how you meet these criteria in your CV and cover letter.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• A professional or vocational qualification in safeguarding or related subject.</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Worked in a safeguarding or welfare role in relation to children and young people or adults.</li> <li>• Experience of communicating with the voluntary sector, clubs and organisations through a variety of mechanisms and promotional material, including written, digital and verbal.</li> <li>• Experience of providing advice and guidance to clubs and organisations regarding effective welfare practices.</li> <li>• Coordinating and delivering training on welfare related issues to representatives from clubs and organisations.</li> </ul>
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>• Ability to build successful relationships at a local and subregional level.</li> <li>• Skills to manage dispute resolution, negotiations and mediations to support resolution of lower-level concerns.</li> <li>• Networking and connecting people, such as a network of welfare volunteers, and organisations, for example, a welfare officer forum.</li> <li>• Ability to prioritise areas of work to those needing the most support when demand for support exceeds expectation.</li> <li>• Ability to use digital technology, (Microsoft 365 applications, such as Word, Excel, Teams, Outlook and forms) to effectively communicate, maintain records and share resources.</li> <li>• Ability and willingness to travel across the county to visit sports clubs to provide training at various locations and to attend evening and weekend meetings as required.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>• A comprehensive understanding of current safeguarding legislation and guidance within England in respect of both children and adults.</li> <li>• Knowledge of welfare issues, priorities and policies inside and outside sport.</li> <li>• Understand the welfare infrastructure inside and outside sport including welfare procedures such as responses to safeguarding concerns and case management thresholds.</li> <li>• Knowledge of Sport England's Strategy 'Uniting the Movement' and of the role of National Governing Bodies within the sports sector.</li> </ul>

## Your Team

London Sport is a team of people with very different backgrounds, experiences and specialisms. Meet some of the team you'll be working with:

### **David Reader | Strategic Lead – Community Sport**

My role is to lead and develop the Community Sport theme for London Sport. This involves working with community sport strategic partners who are important in the delivery of community sport. Together we seek to get more Londoner's active through sport.

### **Ali Speechly | Community Sport Manager**

My role as Community Sport Manager focuses on engaging with local and national partners at a strategic level to ensure all Londoners have access to safe and affordable organised sport in their community. I joined London Sport earlier this year after 14 years in the Civil Service and I am enjoying using my skills to network and support and influence key partners in the sector.

### **Nicky Barlow | Development Manager - Place**

My role as Development Manager -Place involves delivering London Sport's strategy within identified local places, implementing principles of place-based working whilst ensuring alignment to local need and priorities. Looking to work collaboratively with partners with shared objectives, to create sustainable change and support Londoners to become more active. My current priority places are Chelsea Riverside and Pimlico South. I have been at London Sport since June 2021, having made the leap from the NHS and Health Sector, in my spare time I like playing tennis and walking my dog!

## The Process

Application is by completion of a short online application via our recruitment platform ([Applied](#)).

We are committed to fair and unbiased recruitment and use Applied to remove any unconscious bias from our process. You will be asked to submit a CV and cover letter that address the job description and person specification.

Candidates who successfully progress from the application stage will be invited to an interview.

## Key Details:

- There are 3 vacancies for this role
- Full-time (35hours pw) fixed-term contract (until 31 March 2027) preferably but flexible to part-time requests.
- Salary: Sport Welfare Officer - £29,000-£34,000 (plus £6,000 London allowance)
- Offering 28 days' holiday + 8 public holidays + 5 volunteer days + Christmas Closure
- Competitive Pension scheme
- Life Assurance and Health Cash Plan
- Flexible working: we use a model of 2 plus days in our central London office at House of Sport and working from home, with travel required throughout London
- By applying for the role, you are stating that you are eligible to work in the UK. London Sport is unable to apply for a Certificate of Sponsorship for this role.

## Timeline:

- Deadline for applications: Ongoing.
- Interviews: Ongoing.

## To Apply:

To apply for this role please visit: <https://app.beapplied.com/apply/vf7o1joylr>.

IMPORTANT: The About You section will ask you to upload a CV. When you select 'Upload a file' please make sure you upload **ONE file with BOTH your covering letter AND CV**, otherwise we'll be unable to accept your application. Please use your CV and covering letter to show how your qualifications, skills and experience match the criteria above.

CV / Resume

Upload a file No file selected

A recent copy of your CV / Resume in .pdf, .docx, .odt, .txt format. Maximum file size is 10mb

[Having trouble uploading?](#)

For your security, this page times out after 1 hour. We recommend refreshing the page before uploading your CV if it's been longer than that.

If you have any questions about the role or London Sport, please email [hr@londonsport.org](mailto:hr@londonsport.org).