

Recruitment Pack:
Sport Welfare Officer



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

Learn more about this role during our [live webinar](#) on 4th December at 12.30pm, or watch the recording on our [YouTube channel](#) after the event.

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.

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

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:

Sam Carey | Senior Sport Welfare Officer

My role is to lead and develop the Sport Welfare team at London Sport. This involves managing the London Sport team, coordinating and delivering our implementation plan and working with key strategic partners who are important in the delivery of welfare and safeguarding.

Tim Copley | Director of Physical Activity and Sports Development

I oversee a great team that delivers our goal of helping Londoners be more active. I enjoy problem solving and working our new ways to improve what we do. I've previously worked at Sport England and was also a director of a sport and physical activity consultancy. Outside of work I'm probably running or looking after two rather energetic kids – often both at the same time!

Gary Palmer | Head of Programmes

I am responsible for leading and managing a team that implements programmes that London Sport is commissioned to deliver, ensuring they achieve their intended impact and meet funder's KPIs as well as ensuring that our programmes have the best impact on London Sport's strategy. I've worked for London Sport since it was formed in 2014, and before that for the Pro-Active Central London County Sport Partnership. Prior to that I've worked in education, in finance at the London Stock Exchange and I've done a bit of running, jumping and throwing in my time, although the older I get, the better I was.

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 answer a small set of questions that address the job description and person specification.

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

Key Details:

- Full-time (35 hours per week), fixed-term contract (until 31 March 2027) preferably but flexible to part-time requests.
- Salary: Sport Welfare Officer - £40,000 (£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: 23:59 on **Sunday 8th December 2024**
- Interviews: Wednesday 18th December 2024

To Apply:

Please apply via this link: <https://app.beapplied.com/apply/3mndck1t1e>

If you have any questions about the role or London Sport please email hr@londonsport.org.