



Job title	Safeguarding Adults in Sport Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Ann Craft Trust School of Sociology and Social Policy	Location	University Park Campus

Purpose of role

The Safeguarding Adults in Sport Manager will have responsibility for reviewing and developing advice and support in relation to adults in sport and recreation and for identifying, planning and implementing new initiatives in line with current practice.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To assist sport and activity organisations to comply with all relevant legislation through the development and implementation of assurance processes	15%
2	To advocate for inclusion and equality of all adults for their right to participate and engage in sport and recreation.	10%
3	To work with the Marketing Team to raise the profile of the Ann Craft Trust's sport and activity services	10%
4	To raise awareness of the safeguarding adults agenda within the sport and activity sector.	10%
5	To develop and deliver a safeguarding adults training strategy for staff and volunteers in line with current legislation and minimum standards.	15%
6	To act as a point of contact for National Governing Bodies (NGB), Active Partnerships and other system partners to provide advice and information on reporting and raising concerns.	10%
7	To support safeguarding leads in the sector to meet their duty of care.	15%

8	To keep updated on all new initiatives and legislation in relation to safeguarding adults and interpret and communicate it to the sector.	10%
9	To do all other tasks that each member of the Ann Craft Trust team is expected to contribute to including responding to telephone and e-mail enquiries, offering relevant information and contributing to team meetings and discussions	5%

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent communication and presentation skills • Track record of developing and delivering training in both statutory and voluntary sectors • Good organizational skills and ability to prioritise a workload and work to tight deadlines • Ability to collate and apply research data to practice initiatives • Expert knowledge of adult safeguarding • Ability to work as part of a team and independently • PC literate in MS Word, Excel and Powerpoint • An understanding of the sensitive nature of the Trust's work 	<ul style="list-style-type: none"> • Co-ordinate and facilitate conference, training and other events • Experience of creating databases • Knowledge of sporting organisations and structures
Knowledge and experience	<ul style="list-style-type: none"> • Vocational experience • Project management • Experience of working with adults at risk 	<ul style="list-style-type: none"> • Data analysis • Interest in sports and recreation
Qualifications, certification and training	<ul style="list-style-type: none"> ▪ Educated to degree level 	<ul style="list-style-type: none"> ▪ Training/teaching qualification

(relevant to role)	<ul style="list-style-type: none"> ▪ Relevant professional qualification 	<ul style="list-style-type: none"> ▪ Other continuing professional development qualifications
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Willing and able to travel including overnight stays 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

