

## SAFEGUARDING AND PROTECTION COMMITTEE CHAIRS

**Location:** By telephone or in person at the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ

### About the role

The LTA's vision is Tennis Opened Up with the mission to make tennis more relevant, accessible, welcoming and enjoyable. In order to achieve this, it must ensure it is a safe and inclusive sport. We are seeking a number of legally qualified Chairs for the Safeguarding and Protection Committee (SPC), starting in January 2020 for an initial period of 3 years. Members of the SPC will be selected to sit on cases on an ad hoc basis. The SPC takes decisions on safeguarding cases within Tennis in Britain, ensuring a proportionate response to allegations of a safeguarding nature.

The successful applicant will be legally qualified, with knowledge of the sporting landscape in order to be able to offer advice and guidance in this area. To ensure the Committee is effective, the Chair will need to be an excellent communicator, coach and leader, with experience of chairing or sitting on safeguarding panels, tribunals or case management groups.

### Key accountabilities

- Chair SPC proceedings, which often involve the attendance of the person under investigation, in a fair and impartial manner.
- Prepare clear written judgements once hearings are complete.
- Make reasoned and justifiable decisions in safeguarding cases.
- Between the Chairs provide an annual report on the activity of the Committee.
- As part of a team, impart knowledge to enable the committee to make an accurate assessment of risk.
- Work with the other Chairs to share best practice and learning from cases.
- Contribute to the development of safeguarding practice within Tennis and keep abreast of best practice in safeguarding in sport.
- Prepare thoroughly by reading and assimilating papers and reports.
- Ensure support for vulnerable witnesses and those accused of unsafe practice.
- Understand the impact abusive or discriminatory behaviour can have on children, young people and adults at risk.

### Person Specification

*Previous Experience of:*

Providing leadership, coaching and guidance to a Committee or Board	Essential
Chairing, or sitting on safeguarding panels, tribunals, steering groups, child protection panels or case management groups which have the power to decide on an individual's suitability to work with children, young people or adults at risk.	Essential
Working in a confidential setting	Essential
Making reasoned and justifiable decisions in safeguarding cases	Essential
Assessing and analysing a variety of evidence in written and other forms	Essential
Producing clear written decisions setting out clear and justifiable decision making	Essential
Safeguarding in the sports sector	Desirable

### Knowledge, Training & Qualifications:

Relevant and current legal qualification	Essential
Knowledge of relevant safeguarding legislation	Essential
Knowledge of the impact abuse can have on young people and adults at risk	Essential
A professional or vocational qualification in safeguarding or related subject	Desirable
Knowledge of the sport of tennis, tennis coaching and its structures at national, county and club level to sit on the committee and offer advice and guidance in this area	Desirable
Knowledge of best practice in disciplinary proceedings and in particular those of sports governing bodies.	Desirable

## Additional information

<i>Remuneration</i>	A yearly fee is payable to the Chair for performing their role
<i>Term of Office</i>	The appointment will be for an initial 3 year term. Please note we are looking for these appointments to start in January 2020.
<i>Location</i>	It is anticipated that SPC meetings will take place in person at the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ, or by phone if unable to attend.
<i>Time commitment</i>	The SPC shall meet as a full committee at least once a year and at such other times as is required, in person, or by phone or video conference. We anticipate Chairs would be involved in 10-12 case meetings per year.
<i>Independence</i>	<p>To be an 'independent' Chair of this panel - at the time of an individual's appointment or at any time up to five years prior the individual should not:</p> <ul style="list-style-type: none"><li>(A) be serving or have served as an LTA Officer, on the LTA Board, on the LTA Council or in a senior LTA executive position;</li><li>(B) be or have been an employee or officer of the LTA or a Member;</li><li>(C) have held a prior professional relationship with the LTA relevant to the functions of the SPC; or</li><li>(D) take up any such positions after the date of appointment as a Panel Member until his or her retirement, removal or vacation from that office.</li></ul> <p>"Members" means all members of the LTA, including counties. Therefore you cannot be an employee or an officer of a County or the LTA and be 'independent'.</p>

## Process and Timescales

If you would like to apply for this position, please send your CV and Cover Letter to [recruit@lta.org.uk](mailto:recruit@lta.org.uk).

If you require any further assistance or have any questions about the role, please contact us at [recruit@lta.org.uk](mailto:recruit@lta.org.uk) and a member of our People Team will answer your query as soon as possible.

**Please ensure that you submit both a CV and covering letter when applying by the 29<sup>th</sup> September 2019.**

Interviews will take place in week commencing 28<sup>th</sup> October 2019.