



## **NSPCC Job Description**

**Job Title:** Head of Child Protection in Sport Unit (CPSU)  
**Department:** Professional and Community Engagement  
**Location:** London, Leicester  
**Date:** Updated 23<sup>rd</sup> December 2019

### **Context and Background**

The NSPCC National Services comprise a universal offer of learning, information, expert advice and support for our key adult and professional audiences, parents, children and young people.

Our priority is to enable people to protect children and prevent abuse. As a directorate, we are uniquely placed to work across our key audiences to promote our work, raise awareness, deliver learning and transfer knowledge. We provide comprehensive and joined up information and support services to create an integrated advice provision for professionals and adults.

Our universal national services include two major helpline services, Child Trafficking Advice Centre, Schools Service, Knowledge and Information Services, Organisational Safeguarding Services, Professional and Community Engagement, and Operations and Business Support. Our breadth of service offers and expertise makes us integral to the child protection system.

The Child Protection in Sport Unit (CPSU) is part of the Professional and Community Engagement team within National Services. The CPSU is funded by Sport England, Sport Wales and Sport Northern Ireland to lead and drive a unique, externally focused initiative to protect all children in sport and physical activity from abuse. It will help translate ambitious and comprehensive action plans in England, Wales and Northern Ireland into reality throughout sport and physical activity at all levels – from grass roots to the highest performance levels. The aim is to have standards, systems and processes to safeguard children adopted and implemented across sport and physical activity. The post also links to a similar project in Scotland, and manages posts relating to specific sports areas. The post holder advises Sport England on matters relating to child protection in sport and physical activity. There is an expectation for the post holder to undertake frequent travel across the UK and at times internationally with occasional evening and weekend work as required.

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## **Job purpose:**

- To take the lead for the CPSU and the NSPCC on the strategic direction of safeguarding and child protection in and through sport across the UK
- To represent the CPSU and the NSPCC at a strategic level with major funders, key strategic partners and government level institutions such as the Department for Digital, Culture, Media and Sport and the Department for Education.
- To lead a team of multidisciplinary professionals to fulfil the core duties of the grant funded work of the unit and to look for opportunities to improve its ability to influence the sector to better protect children and young people from abuse in and through sport and physical activity
- To provide safeguarding and child protection safeguarding advice to major funders, stakeholders and key partners in the sports sector
- To work collaboratively with a range of stakeholders and key partners across the field of safeguarding in sport and physical activity
- To take the lead in developing, building and maintaining strategic relationships with the key actors and influencers across the safeguarding in sport world including the CEOs of National Governing Bodies and Active Partnerships
- To influence organisational safeguarding culture, child protection and practice in sport to advance the Society's mission to end cruelty to children

## **Key relationships – Internal:**

- Reports to the Head of Professional and Community Engagement
- Member of the Professional and Community Engagement Senior Management Team
- Manages eight CPSU consultants in England, Wales and Northern Ireland
- Works closely with National Services Senior Management Team as required
- Works closely with Communications, Strategy Policy and Evidence, Children's Services and Fundraising
- Leads or is a member of divisional and cross-divisional working groups and committees as required
- Sports forum and sports board
- Senior Content Specialist (information officers and administrators)

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## **Key relationships - External**

- England, Wales and Northern Ireland Sports Councils, UK Sport, DCMS
- UK Coaching, Youth Sport Trust, Chartered Institute for the Management of Sport and Physical Activity
- Sport Recreation Alliance, Sport Resolutions, LimeCulture, National Working Group, Ann Craft Trust
- Disclosure and Barring Service (DBS)
- Active Partnership Network & funded National Governing Bodies of Sport
- Children 1st

## **Main duties and responsibilities:**

1. To work closely with the Head of Professional and Community Engagement to develop and embed a strategic vision for safeguarding in and through sport and physical activity across the UK
2. To ensure the work of the CPSU is included in the National Services business plan and its aims and objectives are monitored and reported on over the year
3. To work at a senior level in an ambassadorial capacity to promote and support the CPSU and the Society's work within and across the sport sector
4. Work with and through others to build a culture of collaborative safeguarding practice across the sport sector through engagement with key stakeholders and partners
5. Proactively develop and maintain strategic relationships across the sport sector ensuring that CPSU is well positioned to influence others to act in the best interests of protecting children from abuse in and through sport and physical activity
6. To lead on the strategic management of CPSU's grant funding cycles with the Sports Councils and to account for the performance of the unit against key performance targets on a quarterly basis
7. To take lead responsibility for the re-negotiating of CPSU's grant funding process and for the preparation of grant funding bids as required
8. To proactively develop opportunities for further funded, income-related work for CPSU that will increase the reach and income of the unit.
9. To lead, manage, develop and support a team of multi-disciplinary professionals within the CPSU in line with NSPCC policies and procedures, delegating line management as appropriate
10. To provide a central reference point on all matters relating to CPSU and to provide guidance, advice and support to those within the Society engaging in activities with the sport sector

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11. To develop and manage partnerships with key external groups that are critical to CPSU's work
12. To secure and support relationships with key individuals who are influential in CPSU's positioning within the sports sector
13. To ensure that the CPSU is represented at key external events, including conferences and seminars
14. To act as one of the Society's national spokespeople for safeguarding in sport in the press and media.
15. To work with the Society in the development and management of a wider NSPCC Sports Forum to ensure a cross-organisational approach to safeguarding in sport.

## **Responsibilities for all staff:**

- To take personal responsibility for keeping up to date with and contributing to the development of best practice
- At all times to carry out the responsibilities of the post in a manner consistent with promoting equalities and diversity, and which demonstrates respect for children's rights
- To actively participate in regular department and team meetings, contributing to strategy, discussions and decisions
- To maintain an awareness of own and others' health and safety and comply with the NSPCC's Health and Safety policy and procedures.

## **Person specification:**

1. Extensive practice experience of safeguarding and child protection within a UK context and a post-graduate degree or qualification within a social science or equivalent from a relevant professional discipline
2. Substantial knowledge and understanding of the child protection system in the UK including the breadth of safeguarding issues both historically and within a contemporary context
3. The ability to demonstrate an understanding of safeguarding in the wider sports context, including the key organisations that operate within the sports landscape from community/grassroots to performance and elite levels
4. Demonstrate experience and understanding of safeguarding within the specific context of the sporting environment
5. Excellent interpersonal, influencing and networking skills; proven experience of exercising tact and diplomacy
6. Leadership skills and the proven ability to manage and motivate staff to achieve excellence and the ability to drive through change

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7. Excellent written and verbal communication skills in presenting complex data information and difficult messages clearly and persuasively
8. Excellent planning skills and proven ability to develop innovative services, including experience of managing complex projects and competing priorities
9. Ability to identify and manage risk.
10. Extensive experience of acting as a national media spokesperson and working with the media.
11. Experience of business planning, developing and leading programmes of strategic change.

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