

CASE MANAGEMENT GROUP

Candidate Pack 2023





THE HEADLINES

ROLE & DEPARTMENT	Case Management Group, Safeguarding
ROLE PURPOSE	To provide advice, guidance and recommendations in relation to the management of safeguarding concerns, cases and adverse DBS disclosures on a case-by-case basis
CONTRACT	2 Year Contract
SALARY	Voluntary with reimbursement of travel and other reasonable expenses
LOCATION	Home working Meetings held virtually or at an agreed venue (if/when required)
CLOSING DATE	See website for closing date



A LITTLE BIT ABOUT US

At Rounders England we are proud of the history of our organisation and have come a long way from the volunteer led association, founded in 1943. What set out as a drive to standardise the rules of the game, continues to evolve today. We are on the precipice of a dynamic future for rounders, and we are excited about what lies ahead.

You will be joining Rounders England on the next phase of our journey, as we move into implementing our new ambitious 10-year strategy, [Rounders: Reconnected](#). During this period we will grow and develop the nations much loved game into a thriving, modern, inclusive sport that can be enjoyed by everyone, improving the health of the nation but also connecting people, teams and communities to help build a stronger society

**WE ARE
IN THIS
TOGETHER**

**WE
ARE FOR
ALL**

**WE DO
THE RIGHT
THING**

**WE KEEP
MOVING
ROUNDERS
FORWARDS**

THE ROLE

Position reports to: Lead Safeguarding Officer (LSO) & CEO

We are looking to recruit new members to our Safeguarding Case Management Group. As a member of this group, you will ensure that all safeguarding matters arising in the sport of Rounders are dealt with in accordance with Rounders England's Safeguarding Policies and to ensure that, where issues arise, they are dealt with fairly and consistently.

We are seeking individuals with knowledge of safeguarding and child, or adult protection management. This knowledge and/or experience may have been gained from a statutory agency, legal, education, health service, police environment or other relevant associated experience.

As well as Safeguarding disciplinary proceedings we are seeking individuals who have previously sat on disciplinary or similar panels, preferably within the sporting landscape and with experience of making reasoned and justifiable decisions based on rigorous assessment and analysis of evidence.

In addition to seeking panel members with the above criteria, Rounders England are keen to hear from people with a legal background with the skills, expertise and experience to chair hearing panels.

MAIN AREAS OF RESPONSIBILITY

PURPOSE: Safeguarding Case Management Group Members will be expected to provide advice, guidance and recommendations in relation to the management of safeguarding concerns, cases and adverse DBS disclosures on a case-by-case basis. They will be required to analyse the safeguarding risk based on the information available and provide justified and proportionate risk management solutions. Each member is expected to offer independent advice based on their experience and expertise.

The members are required to offer independent advice based on their experience and expertise, provide fair, considered, and proportionate advice with regards to safeguarding cases presented by Rounders England.

CMG duties

- To provide a group of experts from which Rounders England can draw on for the triage of safeguarding cases.
- To provide specific advice, recommendations or guidance on request to Rounders England staff in relation to safeguarding issues.
- To support Rounders England in sharing and developing best practice or new initiatives relevant to safeguarding.
- To provide Risk Management advice and guidance in relation to Safeguarding issues and DBS disclosures and ensure check and challenge in procedures and best practice.



PERSON SPECIFICATION

SKILLS, KNOWLEDGE and EXPERIENCE

- Current knowledge of safeguarding and child or adult protection management achieved from statutory agency, legal, education, health service or other relevant experience.
- Significant knowledge and experience or interest in the safeguarding of children, young people and adults in the sport or voluntary sector.
- Understanding of the statutory context in which sport's National Governing Bodies (NGBs) operate and the provision of activities for children, young people, and adults.
- Ability to interpret and resolve complex and sometimes conflicting information around cases and concerns received.
- Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
- Diplomacy.
- The ability to demonstrate a high level of confidentiality.

PERSONAL QUALITIES

- Passion for the safety and wellbeing of children, young people and adults.
- Able to deal in a helpful, friendly, and professional way with a wide range of people.
- Able to respond positively to a challenge.
- Strong analytical skills with the ability to assess and balance risks and be willing to back their own judgment.
- Flexible, and a team player.



THE PACKAGE

Commitment

This is a voluntary role, members can accept or decline an invitation to deliberate on a case or risk assessment depending on individual availability. It is expected that members of the Case Management Group would be available for a minimum of two cases per year.

Each case would require approximately four hours of commitment across the duration of the case. This would involve initial triage, advice and guidance, assessment of final report and recommendations for future learning.

You will be required to complete an induction programme and adhere to all RE's policies and procedures.

Meetings

Meetings can be joined in person or virtually. Reasonable travel expenses will be paid in-line with RE's policy if you are required to attend meetings in person.

Equality & Diversity

In accordance with its Equality Policy, Rounders England will provide equal opportunities to all employees and applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

Privacy Policy

We are committed to respecting your privacy. Our Privacy Policy notice, available on our website [here](#) will explain how we may use personal information that we collect before, during and after your time with us or in the cases of a non-member during your interaction or communications with us.

HOW TO APPLY

If you are excited by the opportunity of the role at Rounders England and have the experience and skills we have outlined, we look forward to your application. You must supply the following documents:

- ① A detailed CV setting out your career history, with responsibilities and achievements.
- ② A covering letter (max 2 sides) highlighting your suitability for the role and how you meet the person specification. The covering letter is an important part of your application and will be assessed as part of your application.
- ③ Provide details of two professional referees together with a brief statement of the capacity and over what period of time they have known you. Referees will not be contacted without your prior consent.
- ④ [Diversity monitoring form](#) – Your data will be stored separately from your application and will at no time be connected to you or your application.

Send your CV and cover letter to:

safeguarding@roundersengland.co.uk

If you would like to discuss this opportunity further, you can speak with Siân on 07377 925705 or Natalie on 07411 477849.

