



*Patron: His Royal Highness The
Earl of Wessex K.G.
G.C.V*

Badminton Scotland

Safeguarding Officer

Role and responsibilities

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| Role Title: | Safeguarding Officer |
| Salary: | £11,000, pro rata |
| Location: | Hybrid working, may include travel across Scotland |
| Reports to: | Head of Development |
| Contract: | Fixed Term Contract until 31 March 2027 |
| Employment: | 2 days per week |

Who Are We?

Badminton Scotland is the Governing Body for badminton in Scotland. We are a membership organisation comprising more than 3,000 individual members and 1,609 qualified coaches. We also have a network of over 153 affiliated clubs offering a range of badminton opportunities within their communities.

What Do We Do?

As a player- and people-focused organisation, we strive to support and educate everyone who plays badminton in Scotland. We want to cultivate an inclusive community with opportunities for all to enjoy, develop, and progress in the sport. We aim to make badminton more accessible and work in partnership with other organisations to help the sport flourish.

What Is the Role?

Badminton Scotland is seeking someone who ideally has experience in, or understands, safeguarding. The successful candidate will lead safe-sport delivery across the organisation. The role will provide administrative support for PVG applications, case management, advice, and safeguarding support to ensure robust,

child-centred practices for participants, volunteers, and staff. Work will align with best practice and strong governance.

Key areas of focus include:

- PVG processing
- Fact finding, investigating, and reporting
- Managing concerns and complaints
- Compliance with PVG regulations
- Policy review
- Advising the Board

Day to day, you will act as the go-to specialist for triage and decision-making on concerns, working to clear procedures and escalating complex matters appropriately.

You will manage and monitor cases from referral through to outcome; conduct or support enquiries and interviews; liaise with statutory agencies and club officers; maintain high-quality records in a case management system; and prepare reports or bundles for panels and hearings.

A key element of the role is supporting and enabling Club Welfare/Child Wellbeing & Protection Officers through advice, supervision, and problem-solving, ensuring local issues are managed confidently and consistently.

The post allows for remote working, with some travel required for casework.

Key Deliverables

Case Management

- Receive, triage, and manage safeguarding concerns and referrals in line with Badminton Scotland's safeguarding policies and procedures.
- Maintain accurate, confidential case records using a case management system.
- Conduct fact-finding enquiries where appropriate, liaising with statutory agencies (Police, Social Work, Children's Services).
- Prepare clear reports and documentation to support disciplinary, investigatory, or external proceedings.

Policy and Compliance

- Ensure Badminton Scotland's safeguarding and welfare policies are compliant with legislation, sportscotland standards, and governing body requirements.
- Regularly review and update safeguarding policies, guidance, and online resources.
- Provide advice to the Board on governance responsibilities and safeguarding risk.
- Support compliance with PVG scheme requirements and safer recruitment practices.

Stakeholder Support and Alignment

- Act as the main point of contact for safeguarding advice across Badminton Scotland.
- Provide practical support, supervision, and mentoring for Club Welfare/Child Wellbeing & Protection Officers.
- Liaise with partner organisations—including sportscotland, other Scottish Governing Bodies, and statutory agencies—to ensure consistent safeguarding approaches.
- Promote a culture of safety and wellbeing across the badminton community, acting as an ambassador for safe sport.

Other Duties

- Process PVG applications in line with agreed procedures.
- Identify emerging safeguarding risks and trends, reporting them to the Board with recommendations.
- Ensure safeguarding considerations are embedded into event planning, club development, and performance programmes.
- Undertake any other reasonable duties associated with safe sport, as directed by the Head of Development.

All deliverables will depend on workload, with priority given to the case management of safeguarding incidents.

Minimum Competencies and Experience

Essential

Qualifications and Attainments

- Up-to-date knowledge of safeguarding legislation, policy, and guidance in Scotland (e.g., Children and Young People (Scotland) Act 2014, PVG Scheme).
- Commitment to ongoing CPD in safeguarding and welfare.

Knowledge and Experience

- Experience managing cases (ideally safeguarding), including liaison with statutory agencies (Police, Social Work, Children's Services).
- Experience developing, implementing, or reviewing policies and procedures in an appropriate setting (sport, education, youth work, police work, or community settings).
- Demonstrable understanding of confidentiality, GDPR, and secure case management systems.
- Experience supporting and advising volunteers, club welfare officers, or comparable safeguarding roles.
- Familiarity with sportscotland's Standards for Child Wellbeing and Protection in Sport and the work of Children 1st.

Skills and Competencies

- Strong decision-making skills in managing safeguarding concerns, including risk assessment and escalation.
- Excellent communication and interpersonal skills, with the ability to manage sensitive conversations with empathy and authority.
- High standards of written communication for case reporting, record keeping, and Board updates.
- Ability to work independently, manage competing priorities, and meet deadlines within a contracted framework.

Other Requirements

- Ability to travel across Scotland as required.
- Flexibility to work evenings and weekends when safeguarding issues arise.

How to Apply

The deadline for applications is **Monday 7 January 2026**.

Applications should consist of a CV and cover letter sent to:

Emma Cook, Head of Development

Email: emmac@badmintonscotland.org.uk

Phone: **07743 198195**