 

Safeguarding Case Officer (Self Employed / LTD Company Contractor)

**Responsible to:** Safeguarding Case Manager

**Location:** National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ with the requirement to work from the office at least 3 days each week, including Mondays

**Day rate:** £127.00 per day for 5 days per week, £158.00 per day for 4 days per week.

**Contracted term:** 15th September 2025 - 1st June 2026

# About the Role

The LTA’s vision is ‘Tennis Opened Up’ and its mission is Transforming Communities through Tennis. As

part of the Safeguarding team, the Safeguarding Case Officer (Contractor) plays a key role in taking a pro-active approach to safeguarding. You will be responsible for providing high quality support in the investigation of safeguarding cases and will be a key part of ensuring high safeguarding standards exist across the sport.

As part of the Safeguarding team, you will also work to manage an efficient, effective criminal records checking process.

# Key Accountabilities

**Case Management:**

* Assist the Safeguarding Case Manager as directed in the investigation of cases including; conducting interviews, representing the LTA at strategy meetings, producing reports and referring cases to relevant bodies. Manage cases of reputational risk and media interest.
* Provide support to the additional case officer and regional safeguarding officers, regional participation colleagues, tennis venues and individuals including clubs, coaches, welfare officers, volunteers, officials, players and parents.
* As part of the Safeguarding team, work across British Tennis to assist in the development of high quality advice, guidance and support for projects and events as required.
* Represent the team externally at strategic meetings and events on behalf of the Safeguarding Case Manager and Head of Safeguarding.
* Complete reports for Board and Executive teams on cases of note, case data trends and matters of organisational interest.
* Present cases to the Safeguarding Tribunal on behalf of the HOS and Safeguarding Case Manager and assist in the coordination and planning of committee hearings.
* Manage general enquiries for the safeguarding team through the safeguarding mailbox.

**Education and Training:**

* Assist in the delivery of training to coaches, venues, volunteers and colleagues in order to improve the level of Safeguarding expertise across British Tennis.
* Act as an ambassador for the LTA and the sport at key sport sector, industrial events, and other networking opportunities.

**Compliance:**

* Support the criminal records checking process, managing DBS casework and administration in a confidential and timely manner.

**Legislation:**

* Keep informed of current legislation, statutory and other guidance with regards to safeguarding and cascade the information accordingly.
* Keep informed of current legislation, statutory and other guidance with regards to data protection and confidentiality.