

***SAFEGUARDING  
& COMPLIANCE  
MANAGER  
ROLE PACK***

*Closing date for applications is 0900, Tuesday 2<sup>nd</sup> April 2024*

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**BRITISH**  
SKYDIVING

# WHO WE ARE

*British Skydiving is a democratic, not-for-profit organisation whose purpose is to organise, govern and further the advancement of skydiving in the UK.*



# ***WELCOME FROM THE CEO***

Welcome to our role pack. I hope it helps you to get a sense of the Association and whether the Safeguarding and Compliance Manager role might be a good fit for you.

This is an exciting time to join British Skydiving. 2023 has seen the Association taking some significant steps as part of an ambition to establish itself as a future-facing governing body. This has included formulating our strategic plan for 2023-2027, building our inclusivity strategies by signing up to Charter Membership with Sporting Equals and continuing our good governance journey by commissioning an independent Board review.

I look forward to welcoming the successful candidate to the team.



***Rob Gibson***  
***CEO***

# OUR HISTORY

The British Parachute Association Ltd., trading as British Skydiving, was formed in 1961 and incorporated as a not-for-profit company limited by guarantee in 1966.

British Skydiving is the governing body of skydiving in the United Kingdom and is committed to maintaining the highest standards of safety in the sport. Careful analyses of accidents and injuries over time has enabled British Skydiving to build up detailed knowledge of the risks in the sport. As risks are identified and assessed, measures to manage and control the risks are implemented. These control measures are set out in our Operations Manual.

High quality training packages delivered by British Skydiving ensures consistency for all delegates starting on the pathway to become an instructor. These courses are run by the British Skydiving Safety and Training Team, in partnership with affiliated Parachute Training Organisations.

British Skydiving co-ordinates a varied programme of competitions, promoting skills development and excellence in skydiving, funding national teams and individuals who meet strict performance standards to World Championships.

It also supports major events such as the British Skydiving National Championships in all the major skydiving disciplines, together with British Skydiving UK Skydiving League (UKSL) and British Skydiving Grand Prix Competitions held at Affiliated Parachute Training Organisations throughout the UK.



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# ***OUR VISION***

***TO SECURE SKYDIVING AS A SAFE, ENJOYABLE  
AND ACCESSIBLE SPORT FOR ALL.***

Our vision is driven by our belief that through the power and inspiration of our members, partners, staff and supporters, we can grow the sport of skydiving, extending its reach, accessibility and positive visibility.



# ***OUR VALUES***

## ***COMMITMENT TO EXCELLENCE***

Our belief that everything we do must be of the highest standard and reflect our ambitions as the leader of British Skydiving.

## ***RESPECT, INTEGRITY AND TRUST***

All our interactions with each other, members, staff, partners, other stakeholders and with the wider public will be characterised by a respect for the views of others and the integrity of our approach.

We will treat all people and issues with fairness and equality at all times. Our behaviours and decisions will always demonstrate the highest levels of integrity.



# OUR VALUES

## HONESTY AND OPENNESS

We will proactively engage with and listen to our members and other stakeholders, seeking opinion and cultivating understanding of our ambitions and approach.

## BUILDING OUR KNOWLEDGE

We will facilitate the continuous learning and development of our members to improve their performance and enjoyment of skydiving. We will continuously transform ourselves as a learning organisation in response to the pressures we face to maintain our pre-eminent position in British Skydiving.

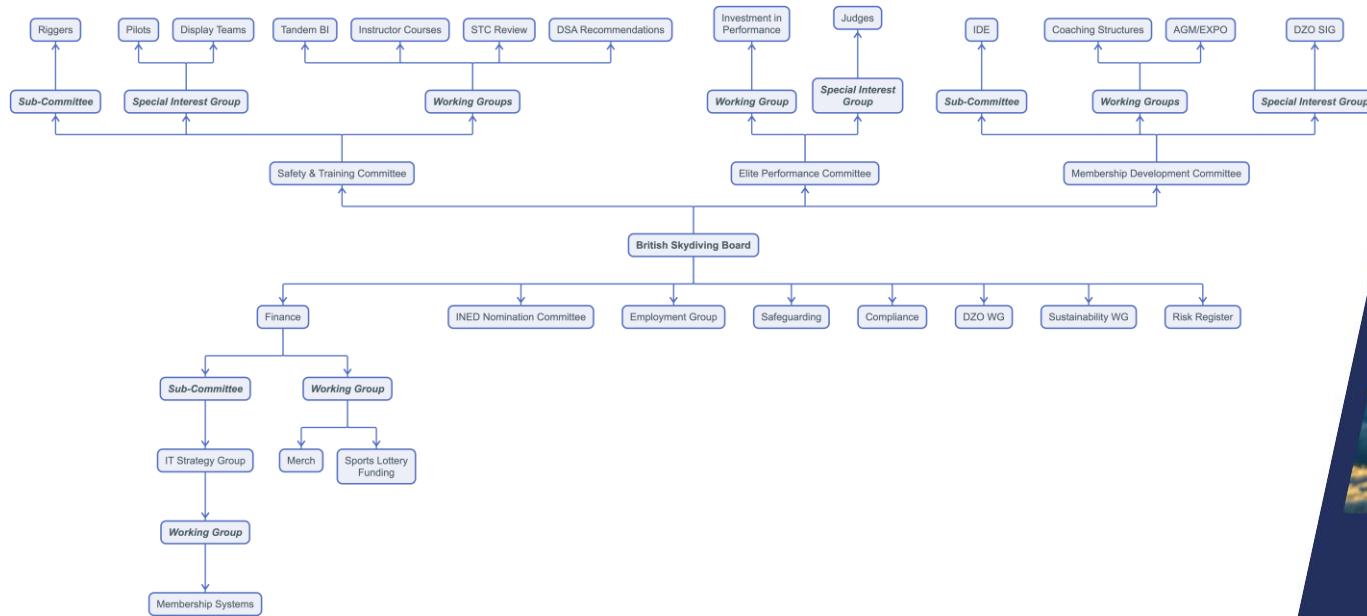
We will ensure that our knowledge and development as a body is always of the highest level so that we can support our members to the full.



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# BOARD STRUCTURE



# ***JOB DESCRIPTION***



<b>Role Title</b>	Safeguarding and Compliance Manager
<b>Salary</b>	£38,000 - £42,000
<b>Contract</b>	Rolling
<b>Reports To</b>	CEO
<b>Location</b>	British Skydiving Headquarters – Leicester. Plus, national travel when required
<b>Time Commitment</b>	35 hours per week. An expectation of being in the office 3 days per week

## **Role Purpose**

British Skydiving is on an incredible journey. This new role provides a wonderful opportunity to build a system that underpins the values British Skydiving holds itself account too. British Skydiving has a dynamic team based in Leicester and is keen to attract high calibre individuals to build on the knowledge and skills it currently has.

This is a new role in a rapidly evolving sport. This role will be building from the ground up a brand-new safeguarding and compliance system that serves the needs of the skydiving community.

The Safeguarding and Compliance Manager will lead in all matters of welfare and safeguarding of all the British Skydiving community and deal with our whistleblowing channel across British Skydiving. You will take a lead in the implementation of British Skydiving's safeguarding processes including ensuring safeguarding is present across the UK. The post will lead on the coordination of training across and will work with affiliated skydiving centres to support their work with safeguarding.

Initially, this role will be setting up systems, updating and writing of new policies.

# ***JOB DESCRIPTION***



## **Key Responsibilities**

### **Safeguarding Policy and Procedures**

Develop and regularly review safeguarding policies and procedures in line with national guidelines and best practices.

Ensure all staff, volunteers, instructors, coaches, and officials are aware of and trained in safeguarding protocols.

Provide guidance, information, and support to affiliated Drop Zones in implementing safeguarding measures.

Carrying out DBS checks for British Skydiving staff and volunteers as required.

Play a lead role in drafting and regularly reviewing British Skydiving Strategy and implementation plan for safeguarding, compliance and protecting participants and members.

## **Compliance Management**

Monitor compliance with relevant legislation, regulations, and standards, including data protection (GDPR), health and safety, and equality and diversity.

Keep abreast of changes in legislation and regulations affecting the organisation's operations and update policies accordingly.

# ***JOB DESCRIPTION***



## **Training and Education**

Organise and deliver safeguarding training sessions for staff, volunteers, instructors, and officials.

Facilitate workshops and educational programs to raise awareness of safeguarding issues within the skydiving community.

Collaborate with external agencies and partners to access additional training resources and expertise.

## **Incident Management**

Establish and maintain procedures for reporting, recording and responding to safeguarding concerns and incidents.

Investigate allegations of misconduct or breaches of safeguarding policies in a timely and confidential manner.

Liaise with relevant authorities and agencies as necessary, ensuring compliance with statutory reporting obligations.



# ***JOB DESCRIPTION***



## **Record Keeping and Documentation**

Maintain accurate records of safeguarding training, incidents, and actions taken.

Prepare reports for senior management and the Board of Directors on safeguarding and compliance activities.

Ensure that data handling processes comply with legal requirements and British Skydiving policies.

## **Communication and Support**

Serve as the primary point of contact for safeguarding queries and concerns from stakeholders and external agencies.

Provide guidance and support to individuals involved in safeguarding investigations or procedures.

Promote a culture of transparency and accountability regarding safeguarding matters throughout the Association.

Setup, initialise and support the Safeguarding Committee and panels and the Board Safeguarding Champion as required.

Ability to promote and demonstrate anti-discriminatory practice.

# ***PERSON SPECIFICATION***

## **Essential**

Previous safeguarding experience as a Lead Safeguarding Officer, including case management skills, policy drafting, and training.

Demonstrable experience in developing and implementing safeguarding policies and procedures, preferably within a sports organisation.

Strong understanding of relevant legislation and regulations, including the Children Act and Working Together 2023 guidelines.

Experience in delivering training and awareness programs on safeguarding and compliance issues nationally.

Excellent communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels.

Proven ability to manage sensitive and confidential information with integrity and discretion.

Strong organisational and analytical skills, with attention to detail and the ability to prioritise tasks effectively.

Commitment to promoting diversity, equality, and inclusion within the sport community.

An understanding of small National Governing Bodies of Sport

## **Desirable**

Professional or vocational qualification in safeguarding and compliance.

# ***PERSON SPECIFICATION***

## **Personal Qualities**

An independent thinker

Excellent listener

People-centred approach

Can communicate effectively with a variety of people and positions.

Is adaptable and has a flexible approach.

Has humility and empathy.

Can work under pressure.

Is trustworthy and measured.

Ability to work with conflict and emotionally distressing matters.

# ***BENEFITS***



## **Benefits**

Enhanced leave policy

Employee Assistance Programme

Pension contributions of 6%

Medical Insurance

Free car parking at HQ

Training Package



# ***APPLICATIONS***



## **Application Process**

Please email your CV with either a video message (2 minutes), voice message (2 minutes) or letter describing (300 words) your personal qualities to:

Lise Moore – Head of Finance and Operations [lise@britishskydiving.org](mailto:lise@britishskydiving.org)

## **Key Dates**

Applications close:                      0900                      Monday 2<sup>nd</sup> April 2024

# ***DIMENSIONS***

## **Working Pattern**

35 hours per week

An expectation of being in the office 3 days per week in Leicester

Flexibility is required to ensure core objectives are met.

## **Equal Opportunities**

British Skydiving is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

# ***REVIEW OF THE YEAR 2023!***



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The logo for British Skydiving is centered on a dark blue background. It features the word "BRITISH" in a bold, red, italicized sans-serif font. Below it, the word "SKYDIVING" is written in a white, outlined, italicized sans-serif font. A thin white line starts from the left edge of the frame and curves upwards and to the right, passing behind the text. The overall design is dynamic and modern.