

Golf Partners Case Management Group

Role Description

TITLE: Independent Chair of the Golf Partners Case Management Group
RESPONSIBLE TO: Golf Partners Case Management Group
TERM OF APPOINTMENT: Three years

RELATIONSHIPS:

Safeguarding Leads for The PGA, Wales Golf, Scottish Golf and Golf Ireland and Case Management Group (CMG) Volunteers.

ROLE PURPOSE:

The CMG, which comprises a panel of volunteers, provides advice and guidance to Golf Partners in relation to safeguarding concerns and cases. The panel is required to make fair, considered and proportionate decisions with regard to the route a safeguarding concern may take.

Providing independent advice, scrutiny and expertise to the CMG, the Independent Chair of the Golf Partners CMG will:

- Facilitate Partnership working whilst ensuring the effectiveness of the CMG
- Provide direct safeguarding advice, support and recommendations in relation to the management of potential safeguarding concerns, including adverse disclosures
- Chair CMG meetings and attend other meetings as and when required by Golf Partners
- Assist in preparation of reports and correspondence where required by Golf Partners
- Support the Partners in championing a positive culture of safeguarding across golf

SPECIFIC REQUIREMENTS:

- To attend up to six Case Management meetings per year (mostly online, some face to face at The Belfry or other locations)
- Respond to correspondence within a short time frame (ideally 24 hours).
- Assess any actions already taken by member organisation safeguarding Lead Officers.
- Agree any immediate responses through agreed triage process as part of the CMG.
- Identify appropriate 'route' for cases as part of the CMG (e.g. internal/disciplinary action alone or referral to statutory agencies plus internal/disciplinary action)
- Ascertain the level (from local to national) at which the organisation will deal with the concern as part of the CMG.
- Consider the need for temporary/interim suspension orders as part of the CMG, where required.
- Support identification and communication of learning from cases.

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SKILLS & KNOWLEDGE:

The Independent Chair of the Golf Partners Case Management Group shall be expected to have skills in the following areas:

- Extensive experience of safeguarding, adult welfare and child protection management achieved from a senior/high profile role working within social services, legal or other relevant entity.
- Up to date with developments in safeguarding and associated legislation and guidance with an excellent understanding of good practice standards in safeguarding.
- Significant knowledge or interest in the safeguarding of children, young people and adults preferably in the sport sector.
- Understanding of the statutory context in which sports NGBs and bodies operate and provide activities for children, young people and adults.
- Extensive experience in effectively chairing meetings.
- Ability to interpret and resolve complex and sometimes conflicting information around concerns.
- Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
- Experience working with highly sensitive and confidential cases.
- An understanding of the structure and game of golf (desirable)

PERSONAL QUALITIES:

- Passion for the safety and wellbeing of children, young people and adults.
- Highest personal standards with regard to integrity, reliability and commitment.
- Inclusive, able to deal in a helpful and professional way with a wide range of people whilst developing effective relationships.
- Analytical, ability to assess and balance risks, and willing to back judgement.
- Offers strength and support to others whilst being self-resilient
- Demonstrates impartiality, having the ability to challenge and influence without dominating
- Active listener
- Respects confidentiality of sensitive information

ADDITIONAL INFORMATION:

This is an independent voluntary role where the individual is neither employed by or is carrying out another role with any Golf Partner. Reasonable expenses will be reimbursed in line with policy.

There should be no conflict of interests. The independent chair will be required to ensure this is assessed on an ongoing basis to ensure no conflict of interest arises in the future. Any potential conflict of interest should be immediately disclosed.

It is anticipated up to 10 days per annum will be required with work being on a piecemeal basis.