

## CASE MANAGEMENT GROUP (CMG) MEMBER

**SALARY:** Voluntary (reasonable 'out of pocket' expenses reimbursed)

**LOCATION:** Meetings primarily via videoconference, with occasional face-to-face meetings at Sport Wales National Centre, Cardiff

**TIME COMMITMENT:** 3-4 meetings per year, variable

### ROLE DESCRIPTION

Canoe Wales is looking to extend the current range of expertise on our Safeguarding Case Management Group (CMG) by appointing up to four new members to the group, including a new Chair. The CMG's role is to provide advice and guidance in relation to safeguarding concerns, cases and adverse DBS disclosures. Members of the CMG are required to consider all the available evidence and make fair, considered, proportionate, and defensible decisions with regard to the management of a safeguarding concern.

The appointment of new members will seek to ensure that appropriate knowledge, experience and perspectives from a wide range of sectors informs and strengthens the group's discussions and decision-making process.

It is anticipated that the new members will provide expertise from a range of sectors such as youth/social work, police, law, education or coaching/sport management. The ideal candidate should have a passion for the safety and wellbeing of children, young people and adults at risk; understanding and knowledge of the sport or voluntary sector; and experience in responding to and managing safeguarding concerns. Candidates do not need specialist knowledge of paddlesport although applicants with considerable experience within the sport will also be welcomed as a "sport specific" member of the group.

Volunteers must be in a position to attend meetings as required (3-4 times per year, normally 1-2 hours via videoconference) and to respond to electronic communication and case information within a short time frame. Whilst this is not a role with a significant time commitment, the time required may vary significantly throughout the year depending on the nature and volume of concerns received by the group.

We are also seeking to appoint a new Chair of the CMG, who would be recommended for appointment to the Board of Directors as the Board's Safeguarding Lead. Please note that this role involves a more significant time commitment (including 6-8 Board meetings per year). Applicants can apply for the role of CMG Chair/Board Safeguarding Lead at the same time as applying for appointment as a member of the CMG.

This is a voluntary position and no remuneration will be paid for carrying out these duties, although all reasonable expenses will be reimbursed.

### KEY RESPONSIBILITIES:

- To attend Case Management meetings as required (normally 3-4 meetings per year, primarily via videoconference);
- To provide advice and guidance on safeguarding concerns/cases and adverse DBS Disclosures as part of the CMG through prompt response to electronic communications and attendance at CMG meetings;
- To review and ratify any urgent actions already taken by the Canoe Wales Safeguarding Lead Officer in response to a concern;
- To initially assess and agree an immediate response to all concerns as part of the CMG;
- To identify the appropriate 'route' for cases and to ascertain the level (from local to national) at which Canoe Wales will deal with the concern;
- To consider the need for temporary/interim suspension orders;
- To support effective review of the progress of safeguarding cases;
- To support identification and communication of learning from cases;
- To review Canoe Wales' safeguarding policies and procedures and advise the Board and/or the Safeguarding Lead Officer of any recommended changes.

#### **ADDITIONAL RESPONSIBILITIES FOR CHAIR OF CMG:**

*Please note that this role includes an additional time commitment, including approximately 6-8 board meetings per year, held throughout Wales.*

- To convene meetings of the CMG when advised by the Lead Safeguarding Officer;
- To chair all meetings of the CMG and ensure all decisions are taken and recorded accurately and in accordance with Canoe Wales safeguarding policies and procedures;
- To serve as a Director of Canoe Wales and to represent the CMG at all Canoe Wales Board Meetings, serving as an advocate for safeguarding across the organisation and a source of expertise for the Board of Directors.

#### **SKILLS, KNOWLEDGE and EXPERIENCE:**

Group members shall be expected to have skills in the following areas;

1. Current or previous knowledge of safeguarding and child protection management achieved from statutory agency, legal, education, health service or other relevant experience.

**OR**

Knowledge and experience of Paddlesport Centre or Club management and/or paddlesport at grass roots level.

**OR**

British Canoeing recognised coaching/technical qualification and proven experience of teaching paddlesport skills to all ages, and levels of abilities.

2. Significant knowledge and experience or interest in the safeguarding of children, young people and adults in the sport or voluntary sector.
3. Understanding of the statutory context in which sports National Governing Bodies (NGBs) operate and the provision of activities for children, young people and adults.

4. Ability to interpret and resolve complex and sometimes conflicting information around concerns received by the CMG.
5. Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
6. Diplomacy.
7. The ability to demonstrate a high level of confidentiality.

## **PERSONAL QUALITIES**

1. Child and young person focussed.
2. Able to deal in a helpful, friendly and professional way with a wide range of people.
3. Able to respond positively to a challenge.
4. Strong analytical skills with the ability to assess and balance risks and be willing to back their own judgment.
5. Flexible, and a team player.
6. Highly developed sense of personal integrity, independence, and confidentiality are essential.

## **THE APPOINTMENT PROCESS**

Canoe Wales is an equal opportunities employer and all of the positions are being openly recruited.

All applications will be assessed by the Chair of the Board of Directors and the CEO. If interviews are required they will take place over telephone. If the Chair and the CEO determine that interviews are not required, they may appoint based on information contained within the application form. It is important that applicants provide as much relevant information as possible.

## **HOW TO APPLY**

Please submit your CV along with a statement describing how your skills and experience will support the work of the Canoe Wales Safeguarding CMG through our [online application form](#). If you have any problems using the online application form, please contact [jen.browning@canoewales.com](mailto:jen.browning@canoewales.com).

**Closing date: 10 October 2018**