

# **HERTS TENNIS PART-TIME OPPORTUNITY – COUNTY SAFEGUARDING OFFICER REQUIRED MARCH 2026**

## **1 day a week, up to £6,000 per annum**

To support the continued success of tennis within the County, Herts Tennis is looking to appoint a new County Safeguarding Officer. This is a paid role expected to require an average time commitment of 1 day a week.

Do you have experience in safeguarding children and/or vulnerable adults in a tennis, other sports or activities environment eg an educational setting? Are you a self-starter with a passion to ensure children and adults are able to pursue tennis/padel in a safe and welcoming environment and supporting Herts Tennis in its mission to **Open Up** tennis to all? Do you have the confidence to be able to guide and support the network of Safeguarding/Welfare Officers across the county's tennis/padel venues?

### **The County Safeguarding Officer (CSO) Role**

The CSO is responsible for assisting the LTA Safeguarding Team in promoting and embedding a culture of safeguarding in tennis/padel in Hertfordshire. They will assist in supporting registered venues to put in place procedures to safeguard children (U18) and adults and will engage with the Welfare Officers at the venues. The role reports to the Chair of the Herts Management Committee (the body that manages Herts Tennis)

#### **Key Accountabilities of the CSO**

- Liaise with the LTA Safeguarding Team, including the Regional Safeguarding Officer, regarding safeguarding standards, processes and their implementation in tennis/padel in Hertfordshire
- Attend LTA Safeguarding Conferences or other forums as required

- Engage with Hertfordshire tennis/padel venues and their Welfare Officers on safeguarding and diversity and inclusion matters and updates
- Encourage Hertfordshire tennis/padel venues to achieve minimum safeguarding standards, such as having a trained Welfare Officer, policies and codes of conduct and providing venues with details of local safeguarding courses
- If required, assist clubs to escalate any safeguarding concerns or allegations to the LTA Safeguarding Team at the earliest opportunity
- Assist County coaching/competition/events organisers in ensuring their events are run safely and in line with LTA safeguarding guidance
- Work with County team captains to ensure safeguarding considerations are addressed for all team events, including residential/travelling issues
- Ensure that the Herts Tennis website is updated with relevant Safeguarding guidance/information and policies
- Provide updates to the Herts Management Committee (HMC) on Safeguarding activity across the County and deliver “Safeguarding Training for Committees” annually to HMC members

### **Personal attributes**

We are looking for someone who can promote safeguarding, diversity and inclusion across tennis/padel in Hertfordshire.

It is expected that the successful applicant will demonstrate:

- The highest integrity and ability to maintain confidentiality of personal/sensitive information
- Strong teamworking skills including the ability to liaise constructively with professional staff at the LTA and volunteers in local tennis/padel venues
- Strong communication skills

- Ability to act on their own initiative and requiring minimal day to day supervision
- Enthusiasm to develop tennis/padel with improved access for all ages, races, abilities etc

### **About Herts Tennis**

Herts Tennis is a member organisation of the LTA and plays an important role in delivering local opportunities to play tennis and padel in Hertfordshire. We are committed to safeguarding and inclusion practice that reflects our statutory responsibilities, Government and LTA Guidance and complies with best practice requirements by promoting safe and inclusive tennis where activities are open and accessible to everyone and are free of discrimination.

We are committed to a culture of everyday inclusion and driving greater diversity and equitable outcomes in tennis for all in all aspects of our sport, with the intention that the sport and Herts Tennis reflect the diversity of the community around us.

### **Recruitment process/timetable**

We operate a safe and inclusive recruitment policy and are happy to consider any reasonable adjustments that candidates may need during the recruitment process. Face to face interviews are expected to take place during the period 7<sup>th</sup> to 21<sup>st</sup> February 2026.

For more information, including a full role description and how to apply, please contact [honsec@hertstennis.co.uk](mailto:honsec@hertstennis.co.uk). The deadline for applications is 2<sup>nd</sup> February 2026.