

APPENDIX B

POSITION DESCRIPTION

ROLE

The Safeguarding Case Management Group ('CMG') is responsible for making decisions in relation to safeguarding concerns which are investigated by the Athletics Integrity Unit. The CMG will review these investigations, assess risk, make orders relating to safeguards, limitations and/or restrictions, sanctions, and other matters in accordance with the World Athletics Safeguarding Rules ('the Safeguarding Rules').

The CMG will meet as often as necessary to consider any safeguarding concerns arising under the Safeguarding Rules. The CMG will consider matters primarily on the basis of written material and documentary evidence, and will be assisted in its functions by Sport Resolutions acting as independent secretariat.

CMG COMPOSITION AND TERM

The CMG will be comprised of between six (6) and ten (10) individuals, with one (1) Chairperson. The members of the CMG, appointed by the Secretariat, must between them have a range of suitable skills and cultural backgrounds.

CMG members will be appointed for a specified term of three years and may serve for a maximum of three terms of three years (i.e. 9 years).

RESPONSIBILITIES

The responsibilities of the CMG are:

- To impose interim Safeguarding Orders;
- To review and ratify interim Safeguarding Orders;
- To review investigations by and recommendations from the Athletics Integrity Unit and representations from the individual who is the subject of an investigation;
- To request further information to be provided or further investigations to be made by the Athletics Integrity Unit;
- To determine all procedural matters for the conduct of any case it is considering, including whether to allow the individual to address it in person;
- To make decisions in relation to exceptional material, and sit from time to time as an Exceptional Material Panel; and
- To consider recommendations of the Athletics Integrity Unit and make final Safeguarding Orders, other orders and/or sanctions.

Applicants should consult the Safeguarding Rules (preamble and Rule 5) for a fuller description of the role and responsibilities of the CMG which are [available here](#) (See Book D1.2).

SAFEGUARDING CASE MANAGEMENT GROUP CHAIR & MEMBERS

ADMINISTRATION

The positions on the CMG are remunerated at a rate of £300 GBP per day (per CMG member) for the carrying out of CMG member functions covering convening with CMG members, reading / preparing for the consideration of a matter, deliberating, or drafting of an order. It is envisaged that a case will require no more than a day's work.

SELECTION CRITERIA & PERSONAL ATTRIBUTES

Pursuant to Safeguarding Rule 5.1 applicants will be appointed by the independent secretariat to the CMG, Sport Resolutions.

The Chair of the CMG should:

- Be a legally qualified person of seven years' standing (e.g., Judge, barrister, solicitor, attorney, lawyer, or arbitrator).
- Have recent experience of chairing tribunals, panels or case management groups which have powers to decide on the suitability of individuals to work with children and vulnerable people.
- Have knowledge of employment law and other relevant legislation which concerns equality and discrimination, human rights law, and the safeguarding of children and vulnerable groups.
- Have knowledge of best practice in the management of safeguarding concerns, and in particular, those of sports governing bodies.
- Have an understanding and appreciation of the support required for vulnerable witnesses and those accused of unsafe practice in working with children and adults.
- Have an understanding and appreciation of the impact which abusive behaviour can have on individuals and of the vulnerability of particular groups.
- Have an understanding and appreciation of behaviour which is indicative of 'grooming' with the intention to abuse a child or vulnerable adult.

CMG members should:

- Hold a recognised professional qualification requiring expertise and skills in safeguarding, and/or management of offenders and risk, and/or;
- Have a minimum of five years' experience of working in a safeguarding role in sport or another relevant sector.
- Have recent experience of sitting on safeguarding tribunals, panels or case management groups which have powers to decide on the suitability of individuals to work with children and vulnerable people, and/or;
- Have recent experience of undertaking investigations or risk assessments and producing reports relating to safeguarding concerns and complaints, particularly in the sport sector.
- Have a basic knowledge of employment law and other relevant legislation which concerns equality and discrimination, human rights law, and the safeguarding of vulnerable groups.
- Have an understanding and appreciation of the impact which abusive or discriminatory behaviour can have on individuals and of the vulnerability of particular groups.
- Have an understanding and appreciation of behaviour which is indicative of 'grooming' with the intention to abuse a child or vulnerable adult.
- Have an understanding and appreciation of the support required for vulnerable witnesses and those accused of unsafe practice in working with children and adults.
- Have an ability to work alongside other professionals including the legal profession, the police and social workers.

SAFEGUARDING CASE MANAGEMENT GROUP CHAIR & MEMBERS

- Have the ability to assess and analyse a variety of evidence both written and in other forms.
- Have knowledge of best practice in the management of safeguarding concerns, and in particular those of sports governing bodies.

Other criteria

- An understanding of and experience in the sport of Athletics whether as an administrator or competition role is desirable.
- Fluency in written and spoken English is required, fluency in French is desirable.

HOW TO APPLY

All shortlisted Applicants will be subject to an Integrity Check by the Vetting Panel in accordance with the Vetting Rules. No shortlisted Applicant may be recommended for appointment until they are declared Eligible by the Vetting Panel. The Vetting Panel is a separate and independent body of World Athletics. The Vetting Rules are [available here](#) (See Book B3.2)

Applications to panels@sportresolutions.com must be received by **18:00 CET on Tuesday 05 December 2023** and must include the following:

- A full **Curriculum Vitae**.
- **Contact details** including address (work and home), telephone numbers (including mobile) and email address.
- A **letter describing the skills, experience, and attributes** of the Applicant against the criteria listed above.
- **Referees:** full contact details of three referees. Please note that referees will only be contacted after prior consultation with Applicants. It is the Applicant's responsibility to ensure that referees are willing to provide a reference when contacted.

Please insert World Athletics: Safeguarding Case Management Group in the email subject heading.

World Athletics welcomes and encourages applications from a full diverse range of candidates, regardless of age, gender, nationality, ethnicity, sexual orientation, faith, or disability.