

Safeguarding Case Management & Training Advisor



To lead on the triage, assessment, and management of safeguarding concerns and incidents involving both children and adults across Scottish Rugby and its clubs. This role will ensure all concerns are appropriately recorded, managed, and escalated. It involves working closely with clubs, external agencies, and Scottish Rugby departments to uphold safeguarding integrity.

In addition, this role will manage the development and delivery of safeguarding training: writing and updating course materials, coordinating training content, and liaising with safeguarding tutors to ensure consistent, high-quality education that reflects current best practice and case learnings.

About the Role

Stakeholders

Key Responsibilities:

- Manage the receipt, triage, and case management of all safeguarding concerns relating to children and adults.
- Maintain accurate and confidential case records in accordance with data protection and safeguarding best practices.
- Provide advice and guidance to club Safeguarding Officers and Scottish Rugby people on the handling and escalation of safeguarding concerns.
- Escalate concerns to Scottish Rugby Head of Safeguarding and relevant statutory agencies (e.g. police, social work) when necessary.
- Review closed and ongoing cases regularly to ensure consistency, identify learning, and inform improvements in safeguarding practice.
- Coordinate multi-agency responses and attend safeguarding meetings as required.
- Develop, write and update safeguarding training materials and resources that reflect emerging trends, legislation and learning from cases.
- Manage the delivery of safeguarding training by coordinating content and liaising with safeguarding tutors to ensure consistency and quality.
- Build strong relationships with local authorities, Police Scotland, Children 1st, and other safeguarding partners.
- Assist in the development and delivery of case-based learning and scenario training for volunteers and Scottish Rugby people.
- Work closely with the Safeguarding Compliance Advisor to ensure that learnings from cases inform policy and training updates.

This role works will develop effective working relationships with:

- Rugby Development colleagues
- Club volunteers and dedicated Safeguarding Officers
- Children 1st
- **Sportscotland**
- Police Scotland
- Government agencies and departments e.g. Social Work
- Scottish Rugby colleagues

Key Skills

Business Enabler

- **Communication:** You get your point across clearly and effectively with the ability to inspire and lead positive change. You make sure that everyone understands what the message is, and that they equally feel heard.
- **Stakeholder Management:** You have a strength for collaboration which engages internal and external partners. This enables you to create boundaries and manage expectations, enabling projects to work on time and to budget.
- **Planning and Organising:** You manage time, resources, and tasks effectively to achieve your goals. Objectives are clear, tasks are prioritised, and plans are structured to ensure efficient and timely completion. You anticipate challenges, adapt as needed, and keep everything on track to meet deadlines and deliver results.

Knowledge & Experience

- Experience of dealing with safeguarding cases in areas such as police, social work or voluntary organisations.
- Passion for creating safe environments for children and vulnerable adults to enjoy rugby.
- Excellent organisation skills are essential – using MS Office

Working Logistics

Location: Scottish Gas Murrayfield, Edinburgh

Working pattern: Full time – able to work occasional evenings and weekends to support rugby clubs peak times.

Reports to: Head of Safeguarding

