

**Job Title**

Administrator and Safeguarding lead

**Reports To**

Fishing for Schools Programme Manager (with a safeguarding reporting line to the Countryside Alliance Safeguarding Lead)

**Hours**

Full time- 37.5 hours per week

**Salary**

£30,000- Depending on experience

**Location**

This is a hybrid role. The standard pattern is two days working from home (Mondays and Fridays) and three days based at our London office at China Works, Black Prince Road, SE1 7SJ. For candidates based further afield, the balance of home and office working can be adjusted. Occasional travel to events and schools will be required.

**Purpose of Role**

To provide efficient administrative support for the Fishing for Schools (F4S) programme and to act as the Safeguarding Lead for Countryside Alliance Foundation ensuring that safeguarding standards are embedded in all activities. This role combines operational coordination with the responsibility for leading on safeguarding policy, training, and case management across the entire organisation. To liaise with the F4S director, schools, and areas where F4S is both, supported and delivered. The role will also require an understanding of the angling world and how it functions from a delivery and practical point of view.

**Key Responsibilities****1. Administration and Programme Support**

- Act as the first point of contact for F4S (email, phone, post) and ensure prompt, professional responses.
- Manage and maintain accurate programme records, including participant data, school bookings, and delivery schedules.
- Support the coordination of school sessions, liaising with instructors and schools to confirm arrangements, session and school feedback.
- Assist with the preparation and distribution of course materials, certificates, and evaluation forms.
- Maintain accurate financial records for programme expenditure, liaising with the finance team on invoicing and budget tracking.

Countryside Alliance, Countryside Alliance Wales, Scottish Countryside Alliance, Countryside Alliance Ireland, Fishing for Schools and Future Countryside are trading names of The Countryside Alliance Foundation. The Countryside Alliance Foundation a registered charity in England and Wales (Charity No. 1121034). The organisation's registered office is located at China Works, Black Prince Rd, London, SE1 7SJ, UK.

- Coordinate DBS checks and renewals for all instructors, staff and contractors
- Prepare reports, statistics, and case studies for internal and external stakeholders.
- Coordinating content for F4S social media channels and supporting the planning and delivery of monthly F4S newsletters, working closely with internal teams to ensure consistent, high-quality communications.

## 2. Safeguarding Leadership

- Act as the Designated Safeguarding lead for the Countryside Alliance Foundation, with overall responsibility for safeguarding within the programme.
- Lead on the development, review, and implementation of safeguarding policies and procedures in line with legislation and Countryside Alliance policy.
- Ensure all staff, coaches, and contractors receive appropriate safeguarding training and understand their responsibilities.
- Maintain accurate, confidential safeguarding records in compliance with GDPR and organisational standards.
- Oversee the DBS checking process, ensuring compliance and timely renewals.
- Lead on safeguarding risk assessments for school visits, events, and activities, ensuring safety measures are in place.
- Be the first point of escalation for safeguarding concerns, liaising with statutory agencies, schools, and parents/guardians as necessary.
- Provide safeguarding updates and reports to senior management and the Countryside Alliance Safeguarding Lead.

## 3. Stakeholder Liaison

- Build and maintain positive relationships with schools, instructors, contractors, and partner organisations.
- Work closely with the Countryside Alliance Safeguarding Lead and HR to ensure compliance with legal and organisational requirements.
- Support the promotion of the F4S programme through stories, testimonials, and reports (working with the commercial team).

### Person Specification

#### Essential

- Proven experience in a safeguarding role, preferably at Designated Safeguarding lead level or equivalent.

- Strong knowledge of safeguarding legislation, statutory guidance, and best practice in education, charity or youth settings.
- Excellent organisational and administrative skills with attention to detail.
- Ability to manage safeguarding cases, including liaison with external agencies.
- Strong interpersonal and communication skills with the ability to influence and advise colleagues.
- Proficient in Microsoft Office and able to use CRM or database systems.
- Ability to work independently and manage multiple priorities.

## **Desirable**

- Experience in education, youth work, or sports coaching, especially within the angling sector.
- Experience in the area and disciplines of angling delivery is preferable – a bone fide Angling/sports Coach qualification would be beneficial.
- First Aid qualification. E.g. Red Cross: First Aid at Work – or equivalent.
- Knowledge of the F4S programme or the Countryside Alliance's work.

## **Application process and timelines**

Applications should be submitted via CV and a covering letter, clearly outlining relevant experience, with specific reference to safeguarding responsibilities and practice. Applications should be sent to [lawrence-tribe-endt@countryside-alliance.org](mailto:lawrence-tribe-endt@countryside-alliance.org). The closing date for applications is **Friday 06 March 2026 at 5pm**.

The selection process will consist of up to three stages. Shortlisted candidates will be invited to an initial informal 30-minute online video call. Successful candidates will then be invited to attend an in-person panel interview. A third stage interview may be held, depending on the number and suitability of candidates progressing from the second stage.

## **Inclusive hiring**

We are committed to inclusive and fair recruitment practices and welcome applications from all suitably qualified candidates, regardless of background. We assess all applicants on merit and are happy to discuss reasonable adjustments at any stage of the recruitment process.

## **Safeguarding Statement**

The Countryside Alliance and Fishing for Schools are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. The post-holder will be required to undergo an enhanced DBS check and complete mandatory safeguarding training.