Middlesex Tennis Safeguarding Trustee
(Voluntary position)

Background

Middlesex Tennis is the official county association and registered charity responsible for administering, promoting, and developing tennis and padel across north, west, and parts of east London.

We work to 7 strategic objectives: Performance, Competition, Governance and Finance, Engagement and Communication, Workforce, Environmental Sustainability and Equality, Diversity and Inclusion.

The County Association affiliates to the Lawn Tennis Association (LTA) and upholds their rules and regulations. We work closely with the LTA to implement their vision of 'Tennis Opened Up' and support their mission to transform communities through tennis and padel to make them welcoming, enjoyable and inspiring to everyone.

We are one of the most prominent counties in Great Britain. We are at the forefront of the sports; championing inclusivity, innovation, and excellence.

The Middlesex Tennis Board comprises a group of up to 12 Trustees, all of whom have a particular interest and passion in tennis and padel and specialist skills relevant to the organisation and its work. Each Trustee has a specific role on the Board and the positions are voluntary. Middlesex Tennis has a small team of professional staff that work with the Trustees and other volunteers.

About the role

The Middlesex Tennis Safeguarding Trustee has a specific role on the Board. The role holder is responsible for assisting the LTA Safeguarding Team in promoting and embedding a culture of safeguarding in Middlesex across all tennis and padel venues and activities.

The key parts of the role are support registered venues with procedures to safeguard children (U18) and vulnerable adults, engaging with venue Welfare Officers, and working with the broader Middlesex team to ensure all our activities have the appropriate safeguarding in place. This role is strengthened by high-quality support from the LTA Safeguarding Team, and an internal Safeguarding and Disciplinary Advisory Group comprising Middlesex Trustees and Professional staff.

Why Join Us

- An opportunity to join a newly established and flourishing charity – as the charity seeks to consolidate by diversifying its fundraising strategy, developing its approach to padel, and working towards an evolving strategy for the 2028 to 2031 period.
- Work within a passionate and supportive team of professional staff and Trustees dedicated to tennis and padel development.
- We actively invite applications from all candidates who meet the criteria and can work in the UK.
- We commit that everyone will receive equal consideration irrespective of your ethnicity, religion, sex, gender reassignment, sexual orientation, age, any disability, marital or civil partnership status, and pregnancy or maternity status.
- We particularly welcome applications from people from ethnically diverse communities, deaf and disabled people, members of the LGBTQ+ community, people with lived experience of the UK's many and varied communities.

How to apply

To apply please email your CV together with a covering letter detailing your suitability for the role to the Middlesex County Office county.office@middlesextennis.org.uk by 29th November 2026. Interviews are scheduled for 7th and 8th December 2026.

Responsibilities as a Trustee

The Middlesex Tennis Safeguarding Trustee is part of a team of up to 12 Trustees who make up the Board. Collectively, they take legal, financial, and strategic responsibility for the Charity's operations, ensuring it delivers on its core purpose and charitable objectives.

Specific responsibilities

- Assist the LTA to implement its safeguarding strategy at county level by assisting the LTA Safeguarding Team in promoting and embedding a culture of safeguarding in Middlesex across all tennis and padel venues and activities.
- Provide a quarterly report for all Board meetings.
- Engage with venues and their Welfare Officers on safeguarding matters and updates.
- Encourage registered venues to implement the 5 LTA Minimum Safeguarding Standards.
- If required, assist venues to escalate any concerns or allegations to the LTA Safeguarding Team at the earliest opportunity.
- Signpost venues to safeguarding information including the website, Middlesex Memo, social media, and venue forums.
- Support the Middlesex Team to ensure all activities have the appropriate safeguarding in place (e.g. county teams, County Championships, Middlesex Tennis Training Centre) – using LTA event guidance.
- Support the Middlesex EDI team on diversity and inclusion matters and updates.
- Lead the Middlesex Tennis Safeguarding and Disciplinary Advisory Group.
- Attend LTA Safeguarding Conferences, LTA Connect webinars and other forums as required, encouraging other key contacts from Middlesex to attend if relevant.
- Host quarterly webinars for Middlesex Venue Welfare Officers sharing best practice.

Key relationships

- Board of Trustees and Middlesex Tennis Safeguarding and Discliplinary Advisory Group.
- Key Volunteers – Venue Welfare Officers, Venue Chairs/Club Contacts.
- Other County Safeguarding Leads through the LTA area and national meetings.
- LTA Safeguarding Team.

Skills and knowledge

Previous experience may include:

- Working with tennis and padel venues, preferably in a safeguarding capacity.
- Working with volunteers, children, and/or vulnerable adults.

Requirements:

- Candidates must have attended or must commit to attending the LTA safeguarding course (3 hours).
- Awareness of LTA Safeguarding documentation.
- On-going training as required by the LTA.
- A clear enhanced DBS Check.
- Awareness of LTA coach and officiating accreditation scheme, and qualifications (training provided).

Personal Attributes:

- Children and vulnerable adults at risk focused approach.
- Able to record information accurately and clearly.
- Ensure confidentiality when required.
- Communication and administration skills i.e. Word/email.
- Ability to relay communications from the LTA Safeguarding team to key contacts.

Middlesex Tennis

Time commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally, the successful candidate will commit 2-5 hours per week to the role and will attend up to 8 in-person meetings per year.

Responsible to: The Middlesex Tennis Chair

Term of Office: We are looking for a high-quality candidate who will serve a minimum of 2 years. Please note there is a 9-year term limit on all trustee roles in Middlesex Tennis, in line with the LTA County and Island Governance Framework, and UK Code for Sports Governance.