

The Role and Responsibilities of the Welfare Officer

Responsible to: Head of Development

Responsible for: Leading the development and implementation of safeguarding and wellbeing policies across athletics in Scotland, investigating safeguarding concerns and reports of abuse and poor practice.

Key tasks will include:

- Being the main point of contact with agencies in relation to child wellbeing and protection, adults at risk and the protection of vulnerable groups (i.e. UKA, Volunteer Scotland Disclosure Services, Disclosure Scotland, Anne Craft Trust and Children 1st).
- Collaborating with UKA on the development of policies and procedures for adult safeguarding and child wellbeing, ensuring processes are robust and fit for purpose for both **scottishathletics** and **jogscotland**.
- Openly promoting and implementing the relevant policies and procedures for adult safeguarding and child wellbeing throughout athletics in Scotland.
- Acting as a first point of contact, for receiving and acting upon any reported concerns in conjunction with UKA.
- Case handling as the investigating officer for incidents where investigation/action is required and maintaining comprehensive and accurate records.
- Ensure all staff are familiar with, and adhere to, the most up to date safeguarding policies related to children and adults at risk.
- Provide advice, guidance and support to clubs and stakeholders in athletics in Scotland ensuring all are familiar with and are adhering to child and adult protection policies.
- Work with National Club Managers to ensure member clubs meet affiliation requirements for welfare.
- Produce board reports to update on active cases and enhance internal procedures ensuring GDPR compliance throughout.
- Maintaining an up-to-date knowledge and understanding of child and adult protection, including attending appropriate training.
- Support the Coaching and Welfare Administrator on welfare administration where required.
- Liaise with Disclosure Scotland in relation to queries on submitted forms and PVG certificates.
- Attend, and contribute to, relevant **scottishathletics** and partner working groups.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments	<p>Relevant Child Wellbeing and Protection Training</p> <p>Relevant Adult at Risk Training</p> <p>Awareness and understanding of appropriate legislation</p> <p>PVG scheme membership</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	<p>Educated to degree level or equivalent</p> <p>An understanding of Scottish Sport or athletics</p>
Work and other experience	<p>Minimum of two years experience in a welfare / safeguarding role either in a professional or voluntary capacity</p> <p>Case handling experience</p> <p>Experience of managing challenging and highly confidential situations</p> <p>Work effectively with staff and volunteers</p>	<p>Understanding of the role of national governing bodies</p> <p>Experience of leading or playing a role in cultural change</p> <p>Working in a sporting environment</p>
Skills	<p>Excellent interpersonal and relationship building skills</p> <p>Self-disciplined with ability to work effectively remotely</p> <p>Well organised with a proven track record of delivering under pressure</p> <p>Ability to listen to athletes / people and challenge appropriately through questioning</p> <p>Empathetic and most importantly approachable</p> <p>Effective written and verbal communication skills</p>	

	Sound administration and information technology skills	
Disposition and Personal qualities	Respectful, trustworthy, enthusiastic and reliable Professional and impartial in approach to work Enthusiastic, energetic, hardworking and reliable Ability to work flexible hours Resilient and determined Attentive to detail Quick to learn and able to work with a minimum of supervision	A keen interest in sport

Application Process

Applicants should apply by submitting the application form, covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification) and equal opportunities form, marked "private and confidential", to Francesca Snitjer, Executive and Equalities Officer, at francesca.snitjer@scottishathletics.org.uk

The closing date for applications is **noon on Monday 22 March 2021** with interviews taking place week commencing 29 March 2021.

Incomplete applications and those received after the closing date will not be considered.

Any offer of employment would be subject to a satisfactory PVG check and references.

scottishathletics is an equal opportunities employer.