

The Role and Responsibilities of the Welfare Administrator

Responsible to: Head of Coaching Development and Talent

Responsible for: Providing administration support for the successful delivery of Welfare and Safeguarding processes in athletics

Key tasks will include:

- Collate and check all PVG application requests and where required, perform ID checks.
- Complete and send all required paperwork to Volunteer Scotland Disclosure Services, maintaining a record of essential information from applications and any other associated forms/ processes.
- Receive and maintain PVG certificates and Self-Declaration submission information, updating the appropriate databases and escalating any information that requires further consideration to **scottishathletics** Welfare Officers.
- Maintain regular communication with club Welfare Officers and with statutory agencies where required.
- Receive and respond to general telephone and email enquiries about PVG and Self-Declarations.
- Collate and monitor data around the processing of PVG and Self Declarations.
- Promote **scottishathletics** safe recruitment practices within clubs.
- Complete all necessary training and vetting processes for the role.
- Proactively work with the Head of Coaching Development and Talent, Welfare Officers, and across teams to improve support and processes for Welfare and Safeguarding.
- Work with relevant staff members to maximise the use of IT platforms and databases.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
Qualifications and attainments		<p>An understanding of athletics or other sport</p> <p>An understanding of the PVG process and the role of Safeguarding and Welfare</p>
Work and other experience	<p>Strong knowledge and experience of databases, MS Excel, MS Outlook, MS Word</p> <p>Experience in customer service or a similar role</p>	<p>Enthusiastic and displays a keen interest in sport</p> <p>Experience in handling and processing confidential/ sensitive information</p>
Skills	<p>A strong proficiency in English</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p> <p>Team player with ability and willingness to work well with others, and to tight timescales</p> <p>Ability to multitask and has the flexibility to complete a variety of projects in tandem</p> <p>Demonstrable problem-solving skills, with the ability to use initiative to identify and resolve issues</p> <p>A quick learner able to organise and prioritise personal workload and demonstrate an adaptable and responsive approach to work demands of business and stakeholder needs</p>	
Disposition and Personal qualities	<p>Self-motivated and takes ownership of tasks and problems</p> <p>Conscientious with a demonstrably high level of accuracy and attention to detail</p> <p>Confident and able to work with a minimum of supervision</p> <p>Reliable, trustworthy and highly organised</p> <p>Demonstrates confidentiality, discretion, tact and diplomacy</p>	

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 candidate 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 Wednesday 25th January 2023** with interviews taking place week commencing 30th January 2023.

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.