



The Role and Responsibilities of the Welfare Officer

Responsible to: Head of Coaching Development and Welfare

Responsible for: Ensuring a safe and positive experience for all. Supporting Club Welfare Officers and staff in the implementation of safeguarding, welfare and wellbeing policies and procedures across athletics in Scotland.

Key tasks will include:

- Provide essential support, training, and development opportunities to Club Welfare Officers. This will include the organisation and delivery of online inductions, update sessions and ongoing learning opportunities.
- Develop, communicate, and ensure the implementation of best practice guidance and resources which prioritise and promote the safeguarding, welfare and well-being of all participants. Including widening access to up-to-date information via the website and CRM system.
- Serving as the primary contact and, where relevant, lead investigator for welfare concerns or complaints. Including maintaining comprehensive and accurate records in line with the documented procedures.
- In line with established procedures, serve as a first point of contact in receiving and acting on any reported Safeguarding concerns.
- Maintaining **scottishathletics** compliance with legislation and standards such as the Protection of Vulnerable Groups (Scotland) Act 2007 and **sportscotland** Standards for Child Wellbeing and Protection in Sport.
- Ensuring that the PVG Scheme code of practice, and associated **scottishathletics** processes, are applied and adhered to across the sport. This includes acting as a counter signatory and assisting in suitability decision making.
- Work with key partners, such as UK Athletics and Children 1st, to ensure robust welfare and safeguarding processes are in place.
- Work with National Club Managers to ensure member clubs meet affiliation requirements for welfare and Safeguarding.
- Maintaining an up-to-date knowledge and understanding of child and adult protection, including attending appropriate training.
- Support the Welfare Administrator where required.

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>Relevant Child and adult Wellbeing and Protection Training</p> <p>Awareness and understanding of appropriate legislation</p> <p>An understanding of athletics or the role of National Governing Bodies</p>	<p>Educated to HND level or equivalent</p> <p>Evidence of continuous professional development</p> <p>Holder of a current, full UK driving license and use of a vehicle</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 management experience</p> <p>Experience of managing challenging and highly confidential situations</p> <p>Working knowledge of the PVG legislation and its application in the voluntary sector</p> <p>Experience of successfully developing and maintaining effective relationships with stakeholders.</p> <p>Strong knowledge and experience of MS Excel, MS Outlook, MS Word, MS Teams and CRM systems</p>	<p>Knowledge of the wider Safeguarding structure in athletics in the UK.</p> <p>Experienced with the use of Digital/ Social Media platforms as a communications tool</p>
Skills	<p>A team player with ability to influence and guide others</p> <p>Skilled at interviewing, the use of questioning and effective note taking</p> <p>Well organised with a proven track record of delivering under pressure</p> <p>Ability to plan, manage and deliver multiple projects successfully</p> <p>The confidence to communicate clearly both internally and externally with stakeholders through strong verbal and written communications skills</p>	
Disposition and personal qualities	<p>Professional and impartial in approach to work</p>	

	<p>Empathetic and approachable</p> <p>Self-disciplined with ability to work effectively remotely</p> <p>Innovative and forward-thinking with a positive attitude</p> <p>Respectful, trustworthy, enthusiastic and hard-working with a proven track record of achievement</p> <p>Commitment to personal development and a willingness to learn from others</p>	
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The role is for a fixed term of 2 years, with the possibility of extension.

Application Process

Applicants should apply by submitting the application form, a covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), and the equal opportunities form, to opportunities@scottishathletics.org.uk.

The closing date for applications is **5pm on Friday 5 September 2025** with interviews taking place, in person, at the Emirates Arena (1000 London Road, Glasgow G40 3HG) on **Thursday 11 September 2025**.

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

scottishathletics is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

Any offer of employment would be subject to proof of existing right to work in the UK.

Due to the nature of this role, involving regulated work with children and protected adults, successful candidates will be required to join the Protecting Vulnerable Groups (PVG) Scheme or undergo a PVG Scheme Update check.

If you require any reasonable adjustments, please email opportunities@scottishathletics.org.uk