



## **Role Descriptor**

<b>Job Title:</b>	Safeguarding Manager
<b>Hours:</b>	Full Time (37 hours / week)
<b>Reporting to:</b>	Chief Executive Officer
<b>Salary:</b>	£28-£32k per annum, based on experience

We are seeking a dedicated professional to lead our safeguarding services for a select group of member organisations, primarily National Governing Bodies in the sports sector, as part of the Welsh Sports Association (WSA) Safeguarding Plus service.

As the primary point of contact for safeguarding inquiries, the post-holder will provide expert guidance and manage their time efficiently to support the needs of each member organisation.

Our service offers administrative and policy support for all safeguarding matters, aligning to the Ann Craft Trust safeguarding adults roadmap and CPSU child safeguarding standards.

Candidates should have substantial experience in safeguarding, with a background in the sports industry being highly desirable.

## **Key Responsibilities:**

- Working with 2 or 3 member organisations to develop and embed a safeguarding culture within their sport.
- Safeguarding audits – A snapshot of the member organisation and/or club network to provide an independent audit on all Safeguarding policies and procedures.
- Provide administrative support to the member organisation's Case Management Group.
- Independent Case Management panel support.
- Working with the Member to ensure that incidents are recorded and monitored.
- Policy and Procedure Templates.
- Reviewing and where necessary amending the member organisation's Safeguarding Policies, conducting an annual review, publicising and ensuring communication to all stakeholders.
- Recommending, and on occasions, delivering training and education courses for the member organisation.
- Organising and hosting forums for safeguarding leads at WSA member organisations to share best-practices and develop a community for safeguarding leads in Wales.
- All and any other duties as reasonably requested by the Chief Executive Officer.

## **Person Specification**

### **Essential Qualifications and Experience**

#### **Degree or Equivalent Qualification**

- A degree in social work, education, sports management, or a related field, or equivalent professional experience.

#### **Safeguarding Training**

- Advanced safeguarding training, such as NSPCC Child Protection in Sport or equivalent.
- Ann Craft Trust Essentials or Advanced

#### **Professional Experience**

- Extensive experience in child & adult safeguarding, preferably within a sports context.
- Proven experience in managing safeguarding cases and liaising with statutory agencies.

#### **Knowledge of Legislation and Best Practices**

- In-depth knowledge of current UK safeguarding legislation, policies, and best practices.

#### **Communication Skills**

- Excellent verbal and written communication skills, with the ability to convey complex information clearly and sensitively.

#### **Interpersonal Skills**

- Strong interpersonal skills with the ability to build effective relationships with a wide range of stakeholders.

### **Desirable Qualifications and Experience**

#### **Relevant Certifications**

- Additional certifications in child and adult safeguarding.

#### **Experience in Sports Settings**

- Previous experience working within sports organizations, especially with National Governing Bodies.

#### **Project Management Skills**

- Experience in project management and coordinating safeguarding initiatives.

#### **Multi-Agency Working**

- Experience in working with multiple agencies and understanding multi-agency safeguarding procedures.

#### **Multi-tasking**

- Experience and ability to multitask and prioritize tasks effectively.

#### **Office administration**

- Experience with office computer software such as Microsoft Office Suite and administrative systems, specifically safeguarding systems (Globocol / My Concern).



### **How to Apply**

The Deadline for applications is **Tuesday 20<sup>th</sup> August 2024**. Late applications will not be considered. To apply, you are required to provide:

- Updated CV
- Supporting Statement (maximum 2 Pages) that sets out:
  - What makes you a great candidate for the role; and
  - Why are you interested in joining the Welsh Sports Association?
  
- Please also complete the anonymised WSA Equality & Diversity monitoring [form here](#).
- All applicants must have the right to work in the UK.
- All applicants to undergo a DBS check upon appointment.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

If you have any questions ahead of applying, please email [steffan.howells@wsa.wales](mailto:steffan.howells@wsa.wales)