

**LISTEN
ENGAGE
REPRESENT**
ROLE PROFILE



Job title	Compliance and Safeguarding Officer
Reporting to	CEO
Location	Field/Home Based / Cardiff International Sports Campus, Leckwith
Salary	£27,500 - £32,000 (pro rata) depending on experience
Contract	Permanent
Working pattern	18.5 hours p/w Flexible working patterns are available, and the role may involve occasional working at evening / weekend events.
Role purpose	<p>Welsh Athletics is committed to ensuring that the sport can be enjoyed by everyone, and that a safe and inclusive environment is available across all aspects of the sport.</p> <p>In conjunction with UK Athletics and the other Home Country Athletics Federations, we have recently undertaken a review to identify areas that require further improvements. It will be the role of the Compliance and Safeguarding Officer to ensure that the recommendations continue to be implemented across the sport in Wales at all levels.</p> <p>As well as managing all relevant cases in Wales, the role will also involve working across departments to ensure that the correct structures, policies, procedures and measures are in place. In addition, a key priority will be to ensure that clubs have met the requirements of affiliation. This will be achieved by having a strong training and development plan for all club officers, coaches, officials and volunteers.</p>
Budgets	Training & Development safeguarding budget
Key interfaces	Board member with responsibility for Safeguarding, Head of Development & Participation, Head of Corporate Services, Regional Development Officers, Regional Welfare Officers, Club Welfare Officers, Club Officers

Key responsibilities

- To manage all compliance cases within the sport, to include Safeguarding, Code of Conduct breaches and any other concern of complaint raised by members.
- To be a part of the UK Athletics Case Management Group, collaborating on development and updating of policies and procedures
- To lead on management of welfare cases within Wales, assisting clubs, Regional Welfare Officers and Regional Councils where necessary
- Openly promoting and implementing the relevant policies and procedures for adult safeguarding and child welfare throughout athletics in Wales
- To work with the Head of Development and Participation to ensure that the sport is working to further embed provision for disabled athletes through the InSport programme
- To ensure a robust education process is in place across Wales, ensuring that Club Welfare Officers are suitably qualified and supported
- To liaise closely with Sport Wales and the Child Protection in Sport Unit, ensuring two way open communication, and sitting on relevant working groups that are in place across the sector
- Work with Head of Corporate Services to ensure that an annual staff training plan is in place and fully implemented, ensuring all departments are aware of their own responsibilities in this area.
- To ensure that Welsh Athletics is compliant in all areas of statutory responsibility
- In conjunction with the Regional Development Officer, work closely with member clubs to ensure the affiliation requirements are adhered to, undertaking annual audit of club processes in respect to safeguarding and club compliance
- To undertake an annual review of case management within Wales, identifying emerging trends and putting in place an annual improvement plan
- Ensure that the Welsh Athletics website and associated portals are kept up to date and that clubs, coaches and officials are communicated on a regular basis.
- Work with the Governance Sub-Group to review all Welsh Athletics Welfare Policies and Procedures to ensure that they are compliant.
- To report regularly to the Board, highlighting active cases, ensuring GDPR compliance throughout

Person specification

Essential
<ul style="list-style-type: none"> • Relevant Child wellbeing and protection training
<ul style="list-style-type: none"> • Relevant Adult at risk training
<ul style="list-style-type: none"> • Awareness and understanding of appropriate legislation
<ul style="list-style-type: none"> • Minimum 2 years experience in safeguarding/compliance role either in a professional or voluntary capacity
<ul style="list-style-type: none"> • Case handling experience
<ul style="list-style-type: none"> • Experience of managing challenging and highly confidential situations
<ul style="list-style-type: none"> • Empathetic and approachable
<ul style="list-style-type: none"> • Self-disciplined with ability to work effectively remotely
<ul style="list-style-type: none"> • Well organised with a proven track record of delivering under pressure
<ul style="list-style-type: none"> • Effective written and verbal communication skills
<ul style="list-style-type: none"> • Ability to listen and to challenge appropriately through questioning
<ul style="list-style-type: none"> • Attentive to detail with sound administrative skills
You should be:
<ul style="list-style-type: none"> • A team player willing to facilitate development in a proactive, considered, and person-focused way
<ul style="list-style-type: none"> • Fully committed to and conversant with the philosophies of equity, diversity and inclusion.
<ul style="list-style-type: none"> • highly organised with strong relationship building skills
<ul style="list-style-type: none"> • Able to provide some flexibility of working hours so as to undertake all areas of the job role effectively
<ul style="list-style-type: none"> • High level of computer literacy including word processing, spread sheets, powerpoint and email
Desirable
<ul style="list-style-type: none"> • Willingness to work irregular hours, travel and attend overnight meetings
<ul style="list-style-type: none"> • Have an understanding of the role of the National Governing Body
<ul style="list-style-type: none"> • Have a keen interest in Sport
<ul style="list-style-type: none"> • Experience of leading cultural change
<ul style="list-style-type: none"> • An understanding of the sport sector in Wales

This role profile is not exhaustive. It is intended as an outline indication of the areas of activity and will be discussed with you and amended over time in light of the changing needs of the company.

Benefits Package

Job title	Compliance and Safeguarding Officer
Salary	£ 27,500 - £32,000 (pro-rata) depending on experience
Tenure	Permanent
Holiday	12.5 paid days leave plus 8 days paid for bank holidays
Hours	18.5 hours p/w
Other benefits	Company Pension Plan (employer matching up to 6%) Free onsite parking at our office locations (NIAC, CISC) Funded training & career development opportunities
Notice period	3 months

Want to join our team?

Please read the role profile carefully, particularly the essential education, skills & experience required to be successful before visiting our website to begin your application at:

- **Apply here:** <https://welshathletics.peoplehr.net/JobBoard>
- To aid us in ensuring we are increasing the diversity of our sport, we'd be grateful if you also completed [this Equality Monitoring form](#)
- **Closing date for applications:** midday, 11th June 2021
- **Interviews to be held in Cardiff:** in the week commencing 21st June 2021

We reserve the right to close vacancies before the specified closing date, should a large number of applications be received. Please apply early to avoid disappointment.

We appoint using an open and transparent system based on current best practice and if you need any assistance in completing your application or require an alternative format, contact:

Rob Sage, Welsh Athletics

Rob.sage@welshathletics.org 029 20 644870

Cardiff International Sports Stadium, Leckwith Road, Cardiff, CF11 8AZ

Please note,

We are committed to **safeguarding** and promoting the **welfare** of children and young people and expect all staff and volunteers to share this commitment.

The post applied for may be exempt from the Rehabilitation of Offenders Act and therefore the applicant has to disclose all spent convictions. Any posts involving contact with children or vulnerable adults are exempt.

We are committed to **inclusion** and embrace the spirit of all **equalities** legislation. Where possible we will always make reasonable adjustments for accessibility to anyone who requires it.

We are not able to offer visa sponsorship and all applicants must have the **right to work in the UK** to apply and be considered for this role. If you are a non-UK/EU National, you must have an appropriate working Visa to undertake employment.

Your **personal data** will be held for up to two years and used for Welsh Athletics recruitment purposes only, either alerting you to new vacancies or processed in accordance with a vacancy you later apply for.

We will never pass your details to third parties. To find out more about how we respect your privacy, please visit our web page 'Privacy, Cookies & Copyright'

- <http://www.welshathletics.org/privacy,-cookies,-copyright.aspx>

For more information about Welsh Athletics, visit our web site and the page 'About Us'

- <http://www.welshathletics.org/about-us.aspx>