

## JOB DESCRIPTION

<b>Job Title</b>	Safeguarding Manager
<b>Team</b>	Services
<b>Office Base</b>	Headquarters in Stirling, with the ability to work from home
<b>Reports To</b>	CEO
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>▪ CEO</li> <li>▪ Director of Services</li> <li>▪ Services Manager</li> <li>▪ Executive Officer – wellbeing &amp; protection</li> <li>▪ RSDMs</li> <li>▪ Board of Directors &amp; Council</li> <li>▪ Clubs &amp; Club WPOs</li> </ul>
<b>Job Purpose</b>	As Safeguarding Manager, you will be the first point of contact for dealing with safeguarding and child protection cases and you will work closely with key groups to ensure that Scottish Swimming’s policies are updated in line with legislation. You will support the delivery of strategic plans, and work with the Services Manager to ensure clubs have safeguarding at the centre of their activity.

### 1. General Purpose

- 1.1 Be the national lead-officer providing advice and guidance to Scottish Swimming in all areas of safeguarding, wellbeing and protection.
- 1.2 Drive the development and support the implementation of a safeguarding strategy for Scottish Swimming.
- 1.3 Support Scottish Swimming staff and club WPOS with understanding safeguarding and wellbeing and protection responsibilities.

### 2. Key Results

- 2.1 To have a child centered approach in elevating the status of children’s interests, rights, and views in the work of Scottish Swimming.
- 2.2 Ability to understand the impact of decisions and processes on children and seeking their input when appropriate to inform your work.
- 2.3 Ensure and maintain compliance with relevant legislation and the standards for child wellbeing and protection in sport.
- 2.4 Seek opportunities to develop best practice beyond the minimum requirements.

### 3. Operational Requirements

- 3.1 Act as the first point of contact for the reporting of and responding to safeguarding and wellbeing & protection cases.
- 3.2 Liaise with statutory agencies on individual cases as required.
- 3.3 Provide advice to support the case management of concerns, wellbeing, poor practice and abuse.
- 3.4 Lead on the recording of cases on the Scottish Swimming case management system.
- 3.5 Develop and implement plans for training/calendar and upskilling to ensure legislation and Standards for Child Wellbeing and Protection in sport are being met.

### 4. Relationships with others

- 4.1 Provide support networks for local club WPOs.
- 4.2 Provide support for the Regional Team to help them support clubs.

- 4.3 Maintain positive relationships with Children 1<sup>st</sup> Safeguarding in Sport service, VSDS and build relationships with other key stakeholders and core statutory agencies
- 4.4 Provide regular monitoring and trend reports to the CEO and senior leadership team identifying case trends to assist and inform future practice, policies and procedures.

**General**

- 1 Promote Scottish Swimming both within and outwith the work environment.
- 2 Deliver Scottish Swimming customer care standards in the work environment.
- 3 Attend, draft reports and contribute to Board, Council, Management and Staff Meetings as appropriate.
- 4 Maintain knowledge of and adhere to the published Scottish Swimming policies as printed in the Staff Handbook.
- 5 Maintain own personal development records and ensure that interim review and annual appraisal documentation is signed off and lodged according to company policy and timescale.

The above job description will be subject to annual review to reflect the needs of the Scottish Swimming and **sportscotland** corporate plans.

## Person Profile

<b>Knowledge, Skills and Abilities</b>		
<b>Criteria</b>	<b>Required</b>	<b>Desirable</b>
Qualifications/experience	<ul style="list-style-type: none"> <li>• Relevant work experience in social work, childhood practice, child protection, safeguarding, safety or similar discipline</li> <li>• This role requires the post holder to be or become a PVG scheme member and receive a PVG that is satisfactory to Scottish Swimming.</li> <li>• This role is required to have either attended within the last 3 years (or to attend in the 6-month probationary period) both the CWPS and CWPO child protection in sports workshops.</li> </ul>	
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of safeguarding legislation, policy, procedure, application, and best practice guidance</li> <li>•</li> <li>• Experience of dealing with child protection and safeguarding issues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing multiple and complex cases</li> <li>• Proven experience of end-to-end case management, responding to concerns, the management and resolution of concerns both informally and via formal disciplinary routes</li> <li>• Experience of overseeing casework systems</li> <li>• Knowledge or experience of the standards for child wellbeing and protection in sport</li> <li>• Experience of supporting volunteers</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Experience of working in an environment where discretion and confidentiality are key</li> <li>• A high level of self-awareness, emotional intelligence and aptitude for conflict resolution and dealing with sensitive issues</li> <li>• Positive attitude to change and able to support colleagues/volunteers to adapt to change</li> <li>• Commitment to a child centred approach to safeguarding</li> <li>• Commitment to equality, inclusion and diversity</li> <li>• Ability to prioritise workload and manage time effectively</li> <li>• Competent IT skills using Microsoft suite and SharePoint</li> <li>• Flexible and able to travel nationwide</li> </ul>	