



scottishathletics Ltd

Information for applicants for the position of

## Welfare Officer

(16 hrs per week)

Salary circa £12,000

### Introduction

*“Perform When It Counts”* is the strategy for **scottishathletics** – the Governing Body for Athletics in Scotland, covering the period 2015 to 2019. It is very deliberately positioned as a high level strategy providing aspiration, leadership, structure, and shaping the resources and work of **scottishathletics**. It builds on a successful phase of development and achievement from 2010 to 2014, with more success being achieved in 2015 and 2016.

*Perform When It Counts* is all about achieving and delivering excellence at all levels of athletics – for all, and across all disciplines of the sport. This integrated approach is central to the philosophy behind the strategy.

There are 152 athletic clubs in Scotland with a total membership of around 24,000. The clubs vary in size from small informal clubs with a handful of members to long-established clubs whose membership exceeds 600. Some clubs specialise in particular disciplines, and others cater for all aspects of athletics. In addition, there are 450 **jogscotland** groups and 30,000 members.

### Our Vision

*Perform When It Counts* further details the role that **scottishathletics** will play in the period 2015 to 2019 to realise our Vision:

Lead, develop and deliver the athlete pathway in all communities in Scotland, ensuring that it:

- Provides opportunities for all in learning, competing and contributing – at the level that is appropriate for them
- Identifies and supports athletes with potential to perform on the world stage
- Supports strong and sustainable clubs at the centre of development and delivery
- Motivates and supports our coaching community to excel at all levels
- Provides the right competition at the right level within the right environment
- Recruits and retains more people within the athletics community – performing in all roles
- Is resourced, managed, and governed to an excellent standard

## **Staff**

**scottishathletics** employs 27 members of staff and 26 Club Together Officers.

## **Conditions of Employment**

The successful candidate will be based at the **scottishathletics** office at Caledonia House, South Gyle, Edinburgh EH12 9DQ.

## **Salary**

The starting salary offered for the post will be circa £12,000 depending on the experience of the successful candidate. Annual pay awards will be made in accordance with the salary review procedures agreed by the **scottishathletics** Board of Directors.

## **Hours of work**

The person appointed will be expected to work for 16 hours a week. Due to the nature of the post, there will be a requirement to work evenings, however this will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.

## **Pension**

**scottishathletics** operates a qualifying group pension scheme for auto-enrolment purposes and will match the successful candidates' contribution up to a maximum of 6% of salary, including the legal minimum contributions required.

## **Annual Leave and Public Holidays**

The annual leave entitlement for this post is 25 days (pro rata), increasing to 30 days (pro rata) after five years' service. In addition, the public holiday entitlement is 10.5 days (pro rata). Annual leave may be taken by prior arrangement with the line manager.

## **Travel and Subsistence**

The postholder may be required to travel to meetings within Scotland and occasionally in the UK. Travel and subsistence will be reimbursed at **scottishathletics** current rates.

## **Probationary Period**

All new members of staff will serve a six month probationary period before their appointment is confirmed.

## **Notice**

This post carries a three month period to terminate employment after the satisfactory completion of the probationary period.

## The Role and Responsibilities of the Welfare Officer

**Responsible to:** Head of Coach Development

**Responsible for:** Ensuring the safeguarding, welfare and child protection policies and processes are robust and fit for purpose for **scottishathletics** and **jogscotland**

### Key tasks will include:

- Being the main point of contact with agencies in relation welfare, safe guarding and child protection and the protection of vulnerable groups (i.e. UKA, Volunteer Scotland Disclosure Services, Disclosure Scotland and Children 1<sup>st</sup>)
- Liaising with UKA on policies and developing policies and procedures for **scottishathletics** and ensure they are implemented and openly promoted throughout the sport
- Acting as a first point of contact, so receiving and acting upon any reported concerns
- Case handling as the lead officer for incidents where investigation/action is required, including maintaining comprehensive records
- Responsible for providing confidential impartial advice and guidance to members
- Ensure all staff are familiar with, and adhere to the Child and Vulnerable Adult Protection Policy
- Providing guidance, training and support to stakeholders, ensuring all are familiar with, and adhere to the child and vulnerable adult protection policy
- Provide advice, guidance and support to clubs (club welfare / child protection officer) in implementing safe guarding policies and procedures
- Produce reports to ensure the board are fully appraised of current cases
- Keeping an up-to-date knowledge and understanding of the area of safeguarding / welfare / child protection / protection of vulnerable groups, including attending appropriate training
- Support the Coaching and Welfare Administrator on welfare administration where appropriate
- Liaise with Disclosure Scotland in relation to queries on submitted forms and PVG certificates

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
<p><b>Qualifications and attainments</b></p>	<p>Safeguarding and Protecting Children Course</p> <p>Awareness and understanding of appropriate legislation</p> <p>PVG certificate</p> <p>Holder of a current, full UK driving license and use of a vehicle</p>	<p>Educated to degree level or equivalent</p> <p>An understanding of Scottish Sport or athletics</p>
<p><b>Work and other experience</b></p>	<p>Minimum of two years experience in a welfare / safeguarding role either in a professional or voluntary capacity</p> <p>Case handling experience is essential</p> <p>Experience of administrative work, including Microsoft Office and databases</p> <p>Liaison and management of volunteers</p>	<p>Understanding of relationships between Governing Bodies of sport and external partners</p> <p>Experience of leading or playing a role in cultural change</p> <p>Working in a sporting environment</p>
<p><b>Skills</b></p>	<p>Ability to listen to athletes / people and challenge appropriately through questioning</p> <p>Empathetic and most importantly approachable</p> <p>Objective but understanding</p> <p>Effective written and verbal communication skills</p> <p>Rational and not quick to jump to conclusions</p> <p>Highly organised approach to work</p> <p>Sound administration and information technology skills</p> <p>Excellent interpersonal and communication skills</p>	<p>Ability to adapt and respond to a variety of situations and people in order to meet changing priorities and different ways of working</p>

	<p>Ability to multi task and work well to tight timescales whilst maintaining accuracy at all times</p> <p>Team player with ability to work well with others</p>	
<b>Disposition and Personal qualities</b>	<p>Deal professionally and effectively with all cases</p> <p>Enthusiastic, energetic, hard working and reliable</p> <p>Ability to work flexible hours</p> <p>Resilient and determined</p> <p>Attentive to detail</p> <p>Quick to learn and able to work with a minimum of supervision</p>	A keen interest in sport

### 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 person specification) and equal opportunities form, marked "private and confidential", to Dawn Allan, Head of Operations (or email to dawn.allan@scottishathletics.org.uk) at

**scottishathletics** Limited  
 Caledonia House  
 South Gyle  
 Edinburgh  
 EH12 9DQ

The closing date for applications is **12 noon on Monday 10<sup>th</sup> July 2017** with interviews taking place during week commencing 17<sup>th</sup> July 2017. Applications received after the closing date will not be considered.

**scottishathletics** is an equal opportunities employer.

