**Job Description**

## **Job Title: Welfare &** Safeguarding Officer

## **Department:**  Finance, Business Operations & Governance

## **Reporting to:** National Lead Safeguarding Officer

## **Location:** Lilleshall National Sports Centre / Home Working

**Requirement:**  **Full Time (office-based min 3 days)**

## **Job Purpose**

The Welfare & Safeguarding Officer will be accountable for supporting the National Lead Safeguarding Officer to ensure that an effective safeguarding organisation is maintained throughout the National Governing Body and that the ‘Standards for Safeguarding Children in Sport’ and all legislative requirements for safeguarding children and adults are met.

## **Key Objectives:**

* Ensure the NSPCC, CPSU and the Ann Craft Trust high standards and AGB Safeguarding Polices & Procedures are adhered to.
* To support, in working with others to create a positive child-centred environment at National/Regional/County and Club levels
* Assist with implementing the safeguarding strategy and annual action plan at National Level.
* Assist with administration duties in dealing with membership conduct matters in line with AGB disciplinary policy.
* Supporting Club, County & Regional Welfare Officers in carrying out their roles

**Key Activities**

The Welfare & Safeguarding Officer will:

### Work closely with the National Lead Safeguarding Officer to ensure AGB adheres to the ‘Standards for Safeguarding Children in Sport’ and all legislative requirements for safeguarding children and adults are met.

1. Assist with administration duties in dealing with investigating safeguarding and conduct cases.
2. Ensuring that all concerns relating to poor practice/potential abuse reported to the organisation are responded to and managed appropriately – including records system (Globocol)
3. Provide support to Members, Clubs, County and Region Welfare Officers for all conduct related matters
4. Keep up to date with own knowledge and skills.

# **Key Relationships/Interfaces**

The Welfare and Safeguarding Officer will work with:

* The Lead National Safeguarding Officer
* Director of Finance, Business Operations & Governance
* Independent CMP Chair
* CMP Members
* AGB Staff, Members and Key Volunteers.
* The NSPCC CPSU (Safeguarding Children)
* The Ann Craft Trust (Safeguarding Adults)
* Government (Safeguarding) Agencies (Police, Local Authority Children’s Services, DBS)
* Regional, County and Club Welfare Officers

# **Key Measures**

The success of this role will be measured on:

Welfare & Safeguarding Annual Action Plan

* Meet targets and measures.

### Case Management

* Case Management process supported appropriately and in a timely manner

### Annual Safeguarding and Child Protection Framework Audit

* Sport England ‘Met’ RAG rating for Safeguarding and Child Protection in Sport

# **Flexibility Clause**

The job holder is required to be flexible in their duties and may be required to undertake other duties and responsibilities as specified by Archery GB

# **Variation Clause**

This is a description of the job as it is constituted at the date shown.  It is the practice of Archery GB to periodically review job descriptions, to update them and to ensure that they remain relevant to how the job is to be performed.

## **Last reviewed:** 11th July-23

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|  | Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England. |

# PERSON SPECIFICATION

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|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * Safeguarding training relevant to current setting
 | * Safer Recruitment Practices
* National Lead Officers “Time to Listen” Training
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| **Knowledge** | * Familiar with Safeguarding legislation
* Familiar with Equality legislation
* Familiar with Case Management
 | * Familiar with Sports Governance
* Familiar with GDPR
* Familiar with Archery GB Policies
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| **Experience** | * Working with volunteers
* Managing conflicts
* Understanding and implementing safeguarding procedures
 | * Membership Organisations
* Case management experience
* Case investigation experience
* Familiar with ‘Globocol’ platform for case management
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| **Skills & Abilities** | * Teamwork
* Honesty and Integrity
* Trustworthy
* Administration Skills, Word, Excel, Microsoft Teams
* Communication Skills
* Ability to maintain confidentiality
* Attention to detail
* Computer skills
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| **DBS** | 1. DBS Enhanced Check ( AGB will carry out )
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Note: Role based minimum of 3 days at Lilleshall National Sport Centre which has no public transport links., therefore driving license and access to vehicle is recommended.