

Lead Safeguarding & Wellbeing Officer

Candidate Pack



Job Title	Lead Safeguarding & Wellbeing Officer
Place of Work	JudoScotland, Fourth Floor, EICA:Ratho, South Platt Hill, Newbridge, EH28 8AA (mainly office based)
Business Area	Business Delivery Team
Responsible To	Head of Business Delivery and Chief Executive Officer
Hours	37.5 hours - part time/full time/job share options available (flexible working considered)
Salary	Level 2: £27,000 - £37,000
Annual Leave	36.5 days per year inclusive of 6.5 days public holiday/Christmas shutdown

Overview

JudoScotland is the **sportscotland** recognised Governing Body for the sport of judo within Scotland. It currently has a growing membership of over 8,000 individuals and supports more than 200 clubs. JudoScotland is committed to growing a more engaged, diverse membership and to providing bespoke support to clubs to empower existing and new clubs to thrive in communities across Scotland through the delivery of its new strategy 'Judo For All' (2023-2027).

Background

The role of the Lead Safeguarding & Wellbeing Officer sits within the Business Delivery Team which is responsible for the operational delivery related to club & member development, coaching & workforce, safeguarding & events. This position has been enhanced from a part-time position (previously) to a full-time position to enable JudoScotland to realise its ambitions to embed safeguarding & wellbeing throughout the entire organisation.

Primary Job Purpose

Working in conjunction with the Head of the Business Delivery Team and with the advice of key stakeholders (primarily Children 1st, **sportscotland** and British Judo Association), you will devise, implement and promote appropriate wellbeing and protection standards, policies and procedures for the sport of judo in Scotland.

You will be responsible for creating and providing tailored training and development opportunities for the workforce to ensure athlete wellbeing is at the heart of everything we do. To embed safeguarding & wellbeing practices, you will work closely with the JudoScotland workforce and network of clubs to provide relevant advice and information, and to help them embed positive practices that will lead to judoka having amazing experiences through judo.

In response to any safeguarding complaints or concerns raised to JudoScotland, you will provide an investigatory service and will co-ordinate any Disciplinary Panels that may be required, providing update reports directly to the Chief Executive Officer.

Your work will ultimately support JudoScotland with its mission to maximise the contribution of judo to Scotland's communities through the provision of safe, inclusive and inspiring clubs based on judo's values.

Responsibilities and Duties

1. As the lead officer for JudoScotland's safeguarding & wellbeing, act as the main point of contact for agencies in relation to child wellbeing and protection and the protection of vulnerable groups including Disclosure Scotland, Social Workers and Children 1st.
2. Attend relevant training to maintain up to date with current legislation and guidance.
3. Lead the development, implementation and promotion of safeguarding and wellbeing standards, policies and procedures for the sport of judo in Scotland.
4. Advise the Head of Business Delivery of any significant changes in safeguarding standards in sport and subsequently any changes recommended in JudoScotland's safeguarding & wellbeing policies.
5. Create and deliver a range of exciting and engaging training and development opportunities to enhance awareness and understanding of how to provide positive experiences that will enable people of all ages and abilities to realise their potential.

6. Working in conjunction with the Business Support Team, ensure the efficient administration of training courses and regular communications to the JudoScotland membership regarding athlete wellbeing and advice.
7. Provide relevant advice, information and support on safeguarding and wellbeing in sport to JudoScotland's workforce, members, parents and vibrant network of clubs.
8. Implement the Child Wellbeing Standards in Sport within JudoScotland and its affiliated clubs, and provide reports against the standards for **sportscotland** and Children 1st.
9. Investigate any safeguarding & wellbeing complaints or concerns raised to JudoScotland.
10. Co-ordinate any Disciplinary Panels that may be required; this will include the recruitment of Panel members, the co-ordination of Hearings and guiding the Panel to conduct itself in accordance with JudoScotland's Disciplinary Policy.
11. Create and maintain a record of safeguarding concerns within the sport of judo in Scotland, and to provide regular summary reports to the Chief Executive Officer.
12. Monitor safeguarding & wellbeing concerns and address any patterns that may be apparent.
13. Manage the allocated budgets for Safeguarding & Wellbeing and to adhere to the JudoScotland Financial Procedures.
14. Undertake other activity as directed by your Line Manager or Chief Executive Officer.

Knowledge, Skills and Experience Required

15. Knowledge and understanding of the Safeguarding & Wellbeing Standards in Sport.
16. Previous experience of leading Safeguarding within a sports or other voluntary organisation.
17. A strong desire to create positive experiences through judo, and to supporting the judo community to achieve this.
18. Experience of working with multiple stakeholders.
19. The ability to work both as part of a team and individually, with demonstrable experience of motivating, leading and enthusing others.
20. Budget management experience
21. Strong interpersonal and communication skills.
22. An ability to have difficult conversations.
23. Previous experience in developing & monitoring plans.
24. Willingness to work evenings/weekends on occasions when required (reimbursed via a Time Off in Lieu system)
25. A comprehensive, demonstrable understanding of Microsoft Office and other software packages.

Application Process

1. Please forward a covering letter or introduction video along with your C.V., **under confidential cover** to hr@judoscotland.com, with the email subject: "*Safeguarding & Wellbeing Officer Recruitment*";
2. Closing date for applications will be 10am on 19th June 2023