

## **JOB DESCRIPTION**

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| <b>Job Title:</b>     | Welfare Officer - Elite Girls  |
| <b>Department:</b>    | Safeguarding   |
| <b>Reporting to:</b>  | Risk Manager   |
| <b>Hours of work:</b> | 35 hours per week. However, the nature of the post will require a high degree of flexibility involving overnight stays, evenings and weekends as dictated by operational requirements of the business. |
| <b>Role family:</b>   | Officer  |
| <b>Salary scale:</b>  | £20-30k  |
| <b>Duration:</b>      | Permanent  |

### **PURPOSE OF THE JOB:**

To provide safeguarding welfare support for players within the elite girls' player pathway.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Provide information in relation to the Irish FA's safeguarding policy and procedures to players and parents in the elite girls' programme.
2. Act as a point of contact for players and parents in the elite girls' programme in relation to safeguarding and welfare issues.
3. Provide safeguarding and welfare support on elite girls' performance trips.
4. Support and communicate with NI elite players and parents with their transition into professional/adult football by offering advice, welfare support and pastoral care.
5. Work alongside the elite girls' performance team to report on player welfare.
6. Provide regular reports to the Risk Manager in relation to safeguarding and welfare landscape in the elite girls' programme.
7. Report and escalate any concerns or allegations of poor practice or abuse within the girls' elite programme to the Safeguarding Manager and Risk Manager.
8. Assist the Safeguarding Manager with investigations into allegations of poor practice or abuse within the elite girls programme.
9. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
10. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
11. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
12. Adhere to and actively support at all times all other company policies, procedures, processes and working practices, including adhering to best practice.
13. Perform any other duties as may reasonably be required from time-to-time.

**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 business.**

**PERSONNEL SPECIFICATION** - Welfare Officer - Elite Girls

| <b>Criteria</b>   | <b>Essential:</b>   | <b>Desirable:</b>  |
|---|---|--|
| <b>1. Education &amp; qualification</b>                             | 1.1 Hold a relevant third level educational qualification; or be able to demonstrate a minimum of 3 years' experience in a welfare, safeguarding or psychology role.  | 1.2 Qualification in counselling   |
| <b>2. Experience</b>  | 2.1 Minimum of 2 years' experience in a welfare role actively engaging with children and young people   | 2.2 Experience in providing structured 1-1 support.<br><br>2.3 Experience in working with elite young athletes.<br><br>2.4 Experience in a sporting environment. |
| <b>3. Skills, knowledge &amp; competencies</b>                      | 3.5 Proficient in the use of Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.<br><br>3.6 Ability to maintain confidentiality and deal with sensitive issues.<br><br>3.7 Excellent communication and listening skills.   | 3.8 Mediation and negotiation skills.  |
| <b>4. Personal disposition</b>                                      | 4.1 Ability to work on own initiative.<br><br>4.2 Be flexible with working hours.   |  |
| <b>5. Other requirements</b><br><b>(5.4-5.6 are post job offer)</b> | 5.1 Proof of eligibility to work in the UK.<br><br>5.2 Have a valid passport allowing unrestricted international travel.<br><br>5.3 Have a clean driving licence and access to a car for business use.<br><br>5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.<br><br>5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.<br><br>5.6 Enhanced Access NI checks with satisfactory clearance. |  |

## **ADDITIONAL INFORMATION**

**Closing date:** The closing date for the receipt of completed application is Monday 29 November 2021 at 10am. Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

**Vetting:** The Irish FA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced Access NI checks. Clearance through this system is required.

**The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.**

***Approved: November 2021.***