



Foundation

JOB DESCRIPTION

Job Title:	Safeguarding & Risk Officer
Department:	Football Development
Reporting to:	Safeguarding Manager
Duration:	Permanent
Location:	National Football Stadium
Hours:	Hours of work are full time, 35 hours per week, predominantly Monday-Friday
Salary scale:	£20,000 – £25,000
Role family:	Officer

Key Purpose of the Job:

To provide effective, efficient, and confidential service and administrative support to the Football for All Safeguarding team.

Key Job Responsibilities:

1. To manage, administer, record, and monitor the process of Access NI vetting checks for staff, volunteers, clubs and committee members in line with data protection requirements. This includes providing confirmation of results and enhanced assessments.
2. Gather information on applicants to support assessment of enhanced disclosure certificates.
3. Liaise with HR to ensure all Irish FA employees involved in Regulated Activity have completed appropriate vetting checks.
4. To refer any cases of serious or complex positive disclosures to the Safeguarding Manager for risk assessment.



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5. Provide expert advice to leagues and clubs on the Access NI processes and requirements.
6. To manage the online booking system and co-ordinate Safeguarding Training sessions for club volunteers, welfare officers and referees.
7. Maintain accurate and up to date record of staff, club volunteers, welfare officers and referees who have participated in safeguarding training.
8. Support the delivery of Irish FA Safeguarding training to Irish FA staff, club volunteers, referees, and welfare officers. The post holder may be required to deliver training in accordance with the needs of the Association.
9. Issue certificates to all participants of safeguarding courses.
10. Provide admin support to Risk Manager.
11. Adhere to procedures relating to health and safety and quality management.
12. Ensure that you are fully aware of the need to safeguard sensitive customer information at all times, so that our customers and people perceive the Irish FA to be a trustworthy brand.
13. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
14. Actively support at all times, company policy and best practice in the area of security with particular emphasis on the protection of sensitive customer information.
15. Adhere to at all times all other company policies, procedures, processes and working practices.
16. Any other duties as may be reasonably requested from time to time by the Line Manager.

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.



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PERSONNEL SPECIFICATION: Safeguarding & Risk Officer

	Essential:	Desirable:
1. Education & qualifications	1.1 Has obtained least 5 GCSE's (or Equivalent) including Maths and English.	
2. Experience	<p>2.1 Possesses a minimum of 1 year's relevant experience in a busy office environment.</p> <p>2.2 Demonstrable experience of report writing, drafting letters and other documentation.</p>	<p>2.3 Experience with Microsoft Office 365 and Share point.</p> <p>2.4 Experience with AccessNI processes.</p>
3. Skills, knowledge & competencies	<p>3.1 Proficient in the use of Microsoft Office Applications, including Word and Excel.</p> <p>3.2 Ability to work both as part of a team and on own initiative.</p> <p>3.3 Ability to communicate effectively in written and oral form.</p> <p>3.4 Must have good organisational skills and the ability to prioritise workload.</p> <p>3.5 Ability to work in a fast-paced pressurised environment.</p> <p>3.6 Has good interpersonal skills with the ability to liaise with customers/key stakeholders.</p>	<p>3.7 Ability to efficiently and accurately input data on to various databases.</p> <p>3.8 Ability to maintain accurate filing systems, including manual and computerised records.</p> <p>3.9 Experience working in the area of safeguarding and facilitating training.</p>
4. Other requirements (4.3 – 4.4 is post offer)	4.1 Must be flexible with regards hours of work as occasional evening and weekend work is required.	



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	<p>4.2 Proof of eligibility to work in the UK.</p> <p>4.3 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>4.4 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p>	
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ADDITIONAL INFORMATION

Closing date: The closing date for the receipt of completed application is 12 noon on 22 July. 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.

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: June 22