

JOB DESCRIPTION

Job Title:	Safeguarding & Welfare Manager
Department:	Safeguarding
Reporting to:	Head of Risk & Operational Support
Hours of work:	35 per week. However, the nature of the post will require a high degree of flexibility involving evenings and weekends as dictated by operational requirements of the business.
Duration of post:	Permanent
Role family:	Professional
Salary scale:	£31,000 - £51,000

PURPOSE OF THE JOB:

The Safeguarding & Welfare Manager's primary responsibility is managing and reporting concerns about children and putting into place procedures to safeguard children in the Association, including supporting grassroots football clubs and welfare officers. In addition, this person will manage the welfare team for the elite pathways within the Irish FA and work with others within the Association to create a positive, child-centred environment within football.

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead and develop the Association's approach to safeguarding children and young people.
2. Manage cases of poor practice and abuse reported to the Association.
3. Manage any referrals to Social Services and the PSNI from the Irish FA.
4. Act as the central point of contact for internal and external individuals and agencies in relation to any concerns about children.
5. Manage Safeguarding and welfare team.
6. Represent the Irish FA at external meetings related to safeguarding.
7. Coordinate the dissemination of policy, procedures and resources throughout the Association.

8. Provide advice and support to club welfare officers and play a supportive role in their recruitment, selection and training.
9. Advise on the Association's training needs and the development of its training strategy; provide and co-ordinate training where appropriate.
10. Ensure safeguarding standards are met and maintained in the Irish FA and at club level.
11. Manage the AccessNI process for all Irish FA employees and volunteers and relevant people involved in affiliated football. Conduct risk assessments when necessary and maintain accurate and up to date records of all decisions. This includes the Case Management Panel.
12. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
13. Comply with Data Protection Policy with regard to safeguarding sensitive customer information at all times.
14. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
15. Adhere to and actively support at all times all other company policies, procedures, processes and working practices, including adhering to best practice.
16. 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 – SAFEGUARDING & WELFARE MANAGER

Criteria	Essential:	Desirable:
1. Education & qualification	1.1 A relevant professional qualification in social work, youth work, education, or a related field (e.g., NVQ Level 4 or equivalent).	1.2 A degree or higher qualification in a related field (e.g., Social Work, Child Protection,).
2. Experience	<p>2.1 4 years' experience in a safeguarding or welfare role, in a sporting, educational, social services, healthcare or other relevant setting.</p> <p>2.2 Experience in creating, reviewing, and implementing safeguarding policies and procedures.</p> <p>2.3 Experience in managing safeguarding cases, conducting investigations, and working with multi-agency teams (e.g., social services, police, healthcare providers).</p> <p>2.4 Experience in providing training or workshops on safeguarding and welfare to staff, volunteers, or other relevant groups.</p>	2.5 Experience in managing and supervising a team.
3. Skills, knowledge & competencies	<p>3.1 In depth knowledge of the role and responsibilities of statutory agencies, including Social Services, PSNI, NI Adult Safeguarding Partnership.</p> <p>3.2 Knowledge of Legislation, government guidance and national framework for safeguarding children.</p> <p>3.3 Up-to-date knowledge of safeguarding risk factors, indicators of abuse, and protocols for reporting and responding to safeguarding concerns.</p> <p>3.4 Strong communication and interpersonal skills, both written and verbal, with the ability to engage with individuals at all levels including staff, families and individuals.</p> <p>3.5 Ability to assess and manage risks related to safeguarding and welfare, deal with enquiries and investigations and make sound decisions under pressure.</p>	<p>3.7 Knowledge of the Association's policy and procedures related to safeguarding and protecting children.</p> <p>3.8 Knowledge and experience of working in restorative practice.</p>



	3.6 Ability to maintain confidentiality and adhere to ethical standards and policies regarding safeguarding information.	
4. Other Requirements (4.3-4.4 Are Post Job Offer)	4.1 Proof of eligibility to work in the UK. 4.2 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required. 4.3 Two satisfactory employment references, one of whom should ideally be the current/most recent employer. 4.4 Enhanced Access NI checks with satisfactory clearance.	

ADDITIONAL INFORMATION

Closing date: The closing date for completed applications is 10am on Monday 17 February 2025. 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 working 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. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.

Approved: February 2025



