



Applications are invited for the post of Safeguarding Officer

JOB DESCRIPTION

- Provide advice and support to Area Associations, Leagues, Societies, Clubs and Members on all welfare matters;
- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Promote equality and anti-discriminatory practice at all levels within the Association;
- Assist the Association to achieve and maintain safeguarding standards and fulfil its responsibilities in relation to safeguarding children and vulnerable adults;
- Implement all aspects of legislation which relate to welfare matters;
- Work in partnership with other practitioners and agencies to initiate developments and acquire knowledge and expertise in all welfare matters;
- Implement and maintain a robust system for reporting and managing notifications of allegations of abuse;
- Manage the Disclosure and Barring Services (DBS) procedures and checks in cooperation with the Area Welfare Officers;
- Work with the BCGBA to promote best practice at all levels of the Association;
- Play an active role in the governance of the sport of Crown Green Bowls in Wales;
- To adhere to the WCGBA Code of Conduct Policy;
- To report to the Welfare Committee and advise on progress and to seek agreement for proposals and initiatives from them on a regular basis (at least twice each calendar year);

Skills Required

- Ability to deal with sensitive issues in a supporting and professional manner;
- Experience of working in a welfare role;
- Working knowledge of safeguarding principles;
- Good knowledge of all legislation relating to welfare matters;
- Skilled communicator, with well developed verbal, written and presentation ability;
- Good interpersonal and problem solving skills;
- Computer proficient, with a sound administrative background;
- Possess DBS Clearance;

Applicants are invited to send their Curriculum Vitae to:-

Mr D T Evans, WCGBA Chairman,

Murmur-y-Don

10 Cae Mair

BEAUMARIS

Ynys Môn LL58 8YN

Tel - 01248 810792 or e-mail dtevens182@googlemail.com

No later than January 11th 2019

This is a volunteer position but an honorarium is paid annually.