

**SAFEGUARDING OFFICER VACANCY**

SportCheer Scotland is seeking an dedicated and caring individual with an interest in the development of Cheer and Performance Cheer in Scotland to serve as the Safeguarding Officer of SportCheer Scotland

**ROLE DESCRIPTION**

**Date Published:** 8<sup>th</sup> May 2023

**Closing Date:** 28<sup>th</sup> May 2023

**Role Title:** Safeguarding Officer

**Location:** Various

**Duration/Term:** 2 years

**Salary:** Voluntary

**Responsible to:** SportCheer Scotland Board

**Role Summary**

- a) The Safeguarding Officer has in overseeing the safety and wellbeing of athletes involved in the Sport of Cheerleading within Scotland. They are responsible to ensure that everyone in the organisation, including members, athletes, coaches, parents, children, staff and volunteers, is aware of the safeguarding policies and also also making sure everyone is aware of what to do if they have a safeguarding concern

**Responsibilities**

The Safe Guarding Officer will be responsible for:

- Ensuring proper safeguarding policies and procedures are in place.
- Writing and updating policies and procedures
- Coordinate concerns to the relevant agencies
- Respond appropriately to disclosures or concerns which relate to the well-being of an athlete.
- Maintaining accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Ensure the national Team have all correct procedures and appropriate volunteers in place.

**Eligibility**

- Applicant should be a current member of SportCheer Scotland in good standing or willing to join SportCheer Scotland membership scheme.
- .Full PVG membership

**Person Specification**

| Criteria                                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable                                                                                                                         |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, Qualification and Training</b> | <ul style="list-style-type: none"> <li>Willingness to participate in further training and development opportunities</li> </ul>                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Relevant cheerleading and/or judging qualification</li> <li>Safeguarding Course</li> </ul> |
| <b>Skills, Knowledge and Competencies</b>    | <ul style="list-style-type: none"> <li>Good IT skills</li> <li>excellent interpersonal and communication skills</li> <li>the ability to stay calm, rational and focused.</li> <li>Active listening skills</li> <li>Ability to set aside personal opinions and affiliations</li> <li>Ability to work as part of a team to reach a shared goal</li> <li>Ability to carry out a number of tasks and work to deadlines.</li> </ul> | <ul style="list-style-type: none"> <li>Relevant safeguarding experience or work in a relevant field</li> </ul>                    |
| <b>Disposition and Personal qualities</b>    | <ul style="list-style-type: none"> <li>Enthusiastic, focused trustworthy and professional manner</li> <li>Tactful and diplomatic, maintaining confidentiality at all times</li> <li>Approachable</li> <li>Sensitive and understanding</li> </ul>                                                                                                                                                                               |                                                                                                                                   |

**Time Commitment**

- Dedicate 4-6 hours per month to contribute to SportCheer Scotland

**Application Process**

Candidates should complete the online application [www.sportcheerscotland.org.uk/current-boardvacancies](http://www.sportcheerscotland.org.uk/current-boardvacancies).

## **SPORTCHEER SCOTLAND BOARD MEMBER VACANCY**

The closing date for application is noon on Sunday 28th May 2023. Applications received after the closing date will not be considered.