

ROLE DESCRIPTION

Date Published: 10th June 2024

Closing Date: 17th June 2024

Role Title: Safeguarding Officer

Location: Various

Duration/Term: 2 years

Salary: Voluntary

Responsible to: SportCheer Scotland Board

Role Summary

The Safeguarding Officer plays a key role in overseeing the safety and wellbeing of athletes involved in the Sport of Cheerleading within Scotland. They are responsible for ensure that everyone in the organisation, including members, athletes, coaches, parents, children, staff and volunteers, is aware of the safeguarding policies and 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

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

Time Commitment

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

Application Process

Candidates should complete the online application [Current Vacancies | SportCheer Scotland \(SC619926\)](#)

The closing date for application is noon on Monday 17th June 2024. Applications received after the closing date will not be considered.

