

## **JOB DESCRIPTION**

<b>Job Title: Safeguarding Coordinator</b>	
<b>Purpose of Role:</b>  To support the day-to-day administrative functions of the Football Association of Wales (FAW) Safeguarding Team. The Safeguarding Team is responsible for safeguarding all children and adults at risk involved in Welsh football as well as managing elite player welfare.	
<b>Department:</b> Compliance	<b>Location:</b> The position is full-time and based at the Football Association of Wales offices in Hensol, Vale of Glamorgan. The post holder will be required at times to perform their duties or additional work or attend training outside of normal office hours and/or in different locations, either domestically or internationally, at the discretion of the Head of Compliance.
<b>Position Reports to:</b>  Safeguarding & Player Welfare Manager	<b>Position is responsible for:</b>  N/A



## **KEY AREAS OF ACCOUNTABILITY OR RESPONSIBILITY**

### **Safeguarding**

- Administer DBS checks and ensure these are uploaded to the FAW COMET System.
- Administer Safeguarding information on the FAW COMET System.
- Operate online DBS applications.
- Provide secretarial support to the FAW's Safeguarding Panel.
- Assist with the development, implementation and promotion of Safeguarding Policies, Practices and Procedures.
- Provide advice and guidance to stakeholders on Safeguarding matters.
- Ensure DBS Certificates with content are submitted for risk assessment and issue non-compliance suspensions as necessary.
- Assist with the development and updating of rules and regulations.
- Administer the investigations process.
- Assist and advise key staff and volunteers with regards to the Club Accreditation Programme.

### **Equality, Diversity, Inclusion & Integrity**

- Providing administrative support for Integrity matters.

### **Other**

- Significant data entry of confidential and sensitive information.
- To undertake any other duties as instructed by Head of Department.
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of the FAW.



*The above list of accountability and responsibility is not intended to be a comprehensive list of all the duties involved and consequently the post holder may be required to perform other duties as appropriate to the role.*

## PERSON SPECIFICATION

### Qualifications

- Educated to A level or equivalent, or equivalent work experience.

### Knowledge

- Knowledge and understanding of safeguarding and child protection (advantageous)
- Knowledge of the FAW's Rules & Regulations (advantageous)
- Knowledge of DBS processes & relevant legislation (advantageous)

## ROLE SPECIFIC REQUIREMENTS

- Experience in administrative processing and procedure development.
- Experience of Microsoft applications, for example Word, Excel and Outlook are essential.
- Experience of data entry and databases.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Must be self-motivated.
- Demonstrate flexibility.



- Show willingness to learn.
- Demonstrate attention to detail.
- Excellent organisational skills.
- The ability to deal with difficult matters professionally and in confidence.
- The ability to work as part of a team but also without supervision.
- The ability to work outside of normal working hours.
- The ability to speak Welsh would be advantageous.
- The appointment of the successful candidate will be subject to an enhanced DBS check and two professional / personal references, to the satisfaction of the FAW. In addition, the FAW may ask to see evidence of right to work in the UK.

## **FAW VALUES**

**Our values underpin the FAW vision and guide all aspects of our work:**

**Excellence** – we approach every challenge with determination and a drive to deliver our very best in all we do. We display commitment, motivation, discipline and perseverance, and hold ourselves accountable for results. In every aspect of business and sport, we strive to excel.

**Family** – we promote a welcoming culture of warmth and belonging where everyone is embraced. Through the power of the collective, we'll continue to expand our football family, welcoming anyone who wants to achieve great things for Wales

**Respect** – we believe that different ideas, strengths, interests, and cultural backgrounds are fundamental for success. We'll earn the respect of others through our commitment to be open, honest, ethical and fair.

