

Job Description

Safeguarding Administrator (fixed term contract maternity cover)

Status of role:	Full time, 37.5 hours per week
Hybrid working eligible:	Minimum of two days in the office per week, normally Tuesday and Wednesday and up to three days remote if home office set up is suitable for regular home working.
Responsible to:	Head of wellbeing and protection
Responsible for:	N/A
Base location:	Craiglockhart Leisure & Tennis Centre, Colinton Road, Edinburgh
Salary:	£23,400

Role Summary

The safeguarding administrator is an integral member of the wellbeing and safe sport team. They are the first point of contact for members in relation to general safeguarding enquiries, PVG applications, safeguarding courses, travel permits, new club safeguarding registration and induction; compliance for coaches and clubs with the safeguarding minimum operating requirements.

This role supports the delivery of the safeguarding strategic framework *My Voice Matters* and assists with maintaining Scottish Gymnastics compliance with the standards for child wellbeing and protection in sport. Working closely with other members of the wellbeing and safe sport team and colleagues across the organisation to ensure the wellbeing and the safety of children and young people is at the centre of all that we do and to ensure best practice and compliance is built in throughout our sport.

The role involves working proactively with colleagues, volunteer safeguarding officers, clubs, coaches, officials, and key partners. Ensuring Scottish Gymnastics policies and procedures are implemented and promoted, as well as upholding best wellbeing and safe sport practice across the gymnastics community.

Key Areas of Responsibility

Operational

- Maintain efficient and effective administrative systems and procedures. Provide administrative support for the safeguarding department ensuring integration of all systems and programs within the department
- Be the main point of contact for all Scottish Gymnastics clubs in relation to PVG applications and safeguarding courses, liaising with and offering support to club safeguarding officers in these areas
- Receive and process all PVG application forms and PVG Disclosure certificates and deal with PVG enquiries, ensuring the input and maintenance of all safeguarding and PVG information on relevant computer systems i.e., Justgo membership system, excel spreadsheet trackers and Scottish Gymnastics' website
- Co-ordinate the administration of all certifications of course candidates and through relevant computer system

- Lead on all operational aspects of the safeguarding course program to include calendar planning, expansion, promotion, administration, certification, booking system updates, enquiries and tutor allocation of all Scottish Gymnastics safeguarding and PVG courses
- Maintain working relationships with our external safeguarding tutors and arrange periodic catch-up sessions
- Budget signatory and responsible for invoicing, budget monitoring, processing, and payment of course and PVG fees in line with Scottish Gymnastics' finance procedures
- To act as budget monitor for specified elements within the department
- Providing administrative support in the updating of policies, procedures and training i.e. PowerPoint presentations
- Support the development, education, and event teams with regards to the minimum operating requirements
- Lead on all aspects of travel permits: review, update, ensure compliance
- Lead on the construction of safeguarding news for Scottish Gymnastics Round Off and Springboard and coordinate the construction of Scottish Gymnastics safeguarding officer newsletter
- Provide general administration duties to include photocopying, filing, processing incoming and outgoing departmental mail

Case Management

- Act as the first point of contact and inbox monitor and filter for the multiple Wellbeing & Safe Sport team inboxes responding to basic enquiries and passing on low level advice cases to the officers and complex and serious cases to the safe sport manager/head of wellbeing and safe sport
- When required support the safe sport manager/head of wellbeing and safe sport with case work administration
- Carry out the administration for conduct in sport hearings and appeal hearings as required
- Keep abreast of developments in the field of child protection by attending relevant training or events and subscribing to the safeguarding in sport newsletter

Communication

- Communicate and interface regularly with:
 - Head of wellbeing and safe sport
 - Wellbeing and safe sport team members
 - Scottish Gymnastics staff
 - Scottish Gymnastics club safeguarding officers, clubs and coaches
 - Scottish Gymnastics safeguarding tutors
 - Disclosure Scotland
 - British Gymnastics
 - Children 1st
- Attend and present at Scottish Gymnastics staff meetings

Monitoring and Evaluating

Provide regular monitoring and evaluation reports to an agreed format for the senior leadership team, the board, and any other relevant body

Other Duties

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that roles change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the

equivalent level that are necessary to fulfil the requirements of the post. The job description should be reviewed annually to reflect the needs of the Scottish Gymnastics strategic plan.

Person Specification

Criteria/Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> National 5 in English and Maths or equivalent 	<ul style="list-style-type: none"> National certificate in administration or equivalent qualification
Skills and Abilities	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Customer focussed approach Well-developed analytical, problem solving and decision-making skills Ability to develop strong, effective working relationships with Scottish Gymnastics clubs, members, and key partners Ability to follow procedures and the confidence to know when to seek advice Ability to prioritise workload and manage time effectively to meet deadlines Competent IT skills Ability to be proactive and work with minimal supervision Ability to manage conflict between groups and individuals To act with integrity and appreciate the need for confidentiality Highly developed administration skills Excellent attention to detail Have tact and diplomacy Advanced decision-making skills The ability to build relationships with members, clubs, parents/carers, children, and adults working/volunteering with children within the organisation Willingness to undertake a broad range of duties 	<ul style="list-style-type: none"> Ability to demonstrate creative thinking
Knowledge	<ul style="list-style-type: none"> Sound knowledge of Microsoft office products including word, excel, PowerPoint and outlook Office systems and procedures 	<ul style="list-style-type: none"> Knowledge of PVG application process Knowledge of the Standards for Child Wellbeing and Protection in Sport Knowledge of safeguarding issues in general or within a sporting environment
Experience	<ul style="list-style-type: none"> Effective customer care Competent in dealing with complaints Working as part of a team 	<ul style="list-style-type: none"> Experience of working with volunteers

	<ul style="list-style-type: none"> • Administrative work 	<ul style="list-style-type: none"> • Experience of working within a sporting environment • Experience of leading projects • Experience of using CRM systems • Experience of working in an office environment • Experience of budget monitoring • Confidence in presenting/ delivering to audiences
Personal qualities	<ul style="list-style-type: none"> • Self-motivated • Willing to work independently • Flexible approach to changing work tasks • Commitment to a child centred approach to safeguarding • Commitment to equality and diversity 	
Other requirements	<ul style="list-style-type: none"> • Commitment to training and continue personal development • Able to work some weekends • This role requires a PVG 	