



National Safeguarding Officer

Role Description

Background

Inline Hockey Ireland (IHI) is the National Governing Body for the sport of inline hockey in Ireland. The Association exists to develop, promote and protect the interests of its members in the sport of Inline Hockey. IHI is committed to the development of Inline Hockey in Ireland, including club development, junior development, female participation, referee development and national team progress.

Role Purpose

IHI is seeking a self motivated volunteer to undertake the role of National Safeguarding Officer. The person will work alongside the IHI Executive Committee in assisting with all safeguarding related work, projects or issues.

You will work closely with a range of partners and stakeholders to ensure the athletes welfare is maintained to the highest standards.

Reporting

The National Safeguarding Officer will report to the IHI Executive Committee.

How to Apply

Candidates will be considered on submission of a completed application form to committee@inlinehockeyireland.org.

There is no firm application deadline with a suitable candidate being appointed as soon as possible.

Roles & Responsibilities

1. To work with the Executive Committee and any sub-committees on all safeguarding related work and matters affecting the welfare of junior players;
2. To have oversight on the processing of garda vetting and/or access NI applications on behalf of IHI and member clubs;
3. To review and update as necessary the safeguarding policy and related documentation to ensure IHI is compliant with legislation;
4. To take any actions as necessary in line with the policies to ensure safeguarding is paramount;
5. To advise and assist the Executive Committee in volunteer recruitment processes;
6. Work with clubs that have junior members to:
 - a. Ensure they have appropriate policies and personnel in place;
 - b. Ensure Club Action Plan is up to date;
 - c. Assist Club Welfare Officers as required;
 - d. Assist with any reports from Clubs of incidents affecting the welfare of a Junior Player or Players;
7. Organise safeguarding training for national coaches and member clubs as necessary;
8. Liaise with the Statutory Authorities as necessary on any incident regarding the welfare of a Junior Player or Players;
9. Liaise with the Sports Councils of Ireland (ISC & SNI) regarding the welfare of Junior Players;
10. Acting as Safeguarding Officer for Inline Hockey Ireland National programmes;
11. Being a good role model & ensuring the reputation of Inline Hockey Ireland is upheld;
12. Any other duties considered necessary.

Person Specification & Qualities

	Criteria	Essential	Desirable
Qualifications	Valid Safeguarding 3 - Designated Liaison Person (ROI) or Designated Safeguarding Officer (NI) qualification	Y	
	Other safeguarding workshop certificates		Y
Knowledge & Experience	Previous experience in similar role		Y
	Knowledge of the Safeguarding Code and relevant child protection legislation	Y	
	Experience in using online tools		Y
Skills & Attributes	Strong interpersonal skills including the ability to liaise with a range of personnel and build relationships	Y	
	Capable of working independently, and having responsibility as an individual	Y	
	Effective organisational and time management skills	Y	
	Strong communication skills	Y	
Other	Clean Garda Vetting or Access NI check	Y	

Additional Information

This position is voluntary, but you will be reimbursed for all reasonable expenses properly incurred in the performance of your duties. The role requires flexible working, for instance in line with the seasonal variation of the sport, and will involve commitments in Ireland.

You will be expected to perform other duties consistent with the level and nature of the post as may be required.

The role will require on average 2 hours of time per week.

In the course of working for IHI, individuals may have access to personal or confidential information, which must not be disclosed or made available to any other person unless in the performance of duties relating to the post holder's role.

This Role Description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.