



National Safeguarding Manager Irish Athletic Boxing Association

Job Description

Job Title:	IABA National Safeguarding Manager
Responsible to:	IABA National Operations Manager
Contract Duration:	2 Year Contract
Responsible for:	Developing and monitoring of IABA National Safeguarding & Child Protection Polices
Hours of work:	38 hours per week
Salary:	TBC (Dependent on Experience)
Location:	Flexible with some time required at IABA Dublin office

Background:

The Irish Athletic Boxing Association is the National Governing Body for the sport of Olympic style boxing in Ireland with approximately 17,000 members in over 360 clubs throughout the 32 counties. A vacancy exists for a talented and ambitious individual to join our staff team.

Duties will include:

1. Familiarisation with IABA Safeguarding & Child Protection policy, Children First and Our Duty to Care to ensure the successful applicant can act as an information source to other members of the organisation
2. Attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
3. Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates IABA bodies
4. Become an authorised signatory for all Garda Vetting Applications and ensure that an up to date register is maintained at IABA Headquarters which details all Safeguarding/Child Protection Training and Garda/Access NI Vetting carried out by the sport
5. Manage IABA vetting systems (Garda/Access NI)
6. Assisting in the development of a system of record keeping (including all Garda & Access NI Vetting applications) which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
7. Manage the running of relevant national safeguarding committees within the IABA
8. Work closely with relevant stakeholders including Sport Ireland and Sport Northern Ireland
9. Work with relevant statutory bodies including An Garda Síochána, PSNI, National Vetting Bureau, Access NI, Tulsa and NI social services
10. Communicating with Club Secretaries and Clubs Children's Officers to ensure the communication and implementation of the IABA policy and Safeguarding Procedures for Young and Vulnerable members <http://iaba.ie/safe-guarding-and-child-protection-section/> and the promotion of related education programmes, materials, events and governing body related documents
11. To co-ordinate the development of a Safeguarding/Child Protection strategy which is in line with best practice, expresses the values and aims of the IABA and develop/maintain such policies and procedures as are required to meet current legislative requirements and the needs of the IABA
12. To monitor and feedback on clubs' implementation of required safeguarding practices
13. To liaise with clubs to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed

14. Ensuring that the IABA updates our sport specific code in response to changes in legislation and learning from good practice. This will include reviewing our safeguarding policy, policy statement, codes of conduct, disciplinary procedures, bullying policy, safety statement, recruitment and selection policy and reporting procedures.
15. Monitoring of child welfare statutory guidance and legislation
16. Assisting in the development of a system of record keeping which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
17. To act as the first point of contact for all Safeguarding and Child Protection enquiries
18. Proactively promote safeguarding related campaigns to all stakeholders
19. To become the registered mandated person for the IABA

***Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.**

Person specification:

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualification & Attainments	<p>Third level qualification</p> <p>Computer literate and competent in the use of Microsoft Office including Word and Excel.</p> <p>Fluent in the English Language</p>	<p>Certificate of attendance at a Safeguarding/Child Protection in sport or the equivalent.</p> <p>Experience of content management & IT systems</p>
Relevant Experience & Knowledge	<p>Experience in a similar role</p> <p>Understanding of safeguarding/child protection procedures and policies as it applies to sports clubs</p> <p>Understanding of behaviour which is harmful to children – thresholds of ‘poor practice’ – ‘abusive behaviour’</p> <p>Experience of working with volunteers.</p>	<p>Two years’ experience in a similar role.</p> <p>Knowledge of safeguarding procedures in both jurisdictions covered by the IABA.</p>

<p>Special Aptitudes</p>	<p>Excellent literary and communication skills with the ability to produce clear, concise reports.</p> <p>Proven record of working to deadlines.</p> <p>Excellent organisational skills.</p>	<p>Experience of Safeguarding/Child Protection work in a sporting club.</p>
<p>General Aptitudes</p>	<p>Must be able to act on personal initiative and take decisions within policy.</p>	<p>Influencing skills and ability to work with conflict and with emotionally distressing matters.</p>
<p>Disposition</p>	<p>Strong interpersonal skills including the ability to liaise with a range of personnel (such as young people, volunteers, state bodies, coaches and parents)</p> <p>Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.</p> <p>Ability to demonstrate confidence, empathy, enthusiasm and initiative.</p> <p>Is child focused in their approach to safeguarding.</p> <p>Good Communication skills.</p> <p>Ability to work outside office hours.</p> <p>Be prepared to undertake training in any relevant job-related area.</p> <p>Full driving license</p>	

General information:

Application closing date: **27/10/20**

The on-going funding for this post is subject to negotiation and to confirmation of funding from IABA's funding partners.

This position will require at times an amount of weekend availability with working hours spread across the week with time-in lieu. The position will also require that the successfully applicant from time to time travels to IABA related activities/events. Costs incurred will be covered by the employer.

Short listing will apply as do Garda/Access NI vetting procedures.

Interested persons are invited to submit their CV (by email) along with a covering letter outlining why they believe they are suitable for the post by email only to Sally (info@iaba.ie)

The Irish Athletic Boxing Association is an equal opportunities employer.