

SAFEGUARDING & ETHICS EXECUTIVE

EXECUTIVE OFFICER GRADE

Job Purpose

Reporting day-to-day to the Manager in the Ethics Unit, the Safeguarding & Ethics Executive will support the delivery of Sport Ireland's Safeguarding children and young people in sport objectives, and the development of the broader ethics remit within Sport Ireland. This includes areas of anti-doping, integrity, inclusion, values, anti-bullying, and young people in sport, in accordance with the Participation and Ethics Unit's policies and procedures.

Reporting To: Safeguarding Manager

Key Duties and Responsibilities

The Safeguarding & Ethics Executive will have the following duties and responsibilities:

- Support the implementation of Sport Ireland's Safeguarding programme.
- Assist with the design, planning and delivery of safeguarding and ethics training, awareness, and education programmes for the sector.
- Assist with the implementation of the safeguarding self-assessment framework.
- Manage the vetting service in accordance with strictly set out criteria.
- Manage the implementation and growth of the Young Voices in Sport project.
- Assist with the ongoing development of a values-based sport programme.
- Act as the point of contact for Sport Ireland stakeholders in relation to the implementation of the Safeguarding and Ethics programmes.
- Support the implementation of continuous improvements to the Safeguarding and Ethics Programmes, leading and managing projects as required.
- Undertake other ad-hoc duties and responsibilities as may be assigned from time to time.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time, which are appropriate for the position and the needs of the organisation.

Person Specification:

Essential: Qualifications, Experience, Knowledge, Skills, and Abilities:

- Must have a relevant Third Level Qualification.
- Must have a minimum of 1 years' previous professional experience.
- Must have excellent organisational skills and an ability to multi-task.
- Must have excellent planning and analytical/interpretative skills.
- Must be highly efficient, with a keen attention to detail.
- Must have proven ability to work effectively on own initiative and in a team environment.
- Must have excellent interpersonal skills with the ability to communicate effectively with a range of different stakeholders.



- Must be capable of presenting information verbally in a clear, concise and confident manner and must have excellent written skills.
- Must have experience of effectively handling sensitive and confidential issues.
- Must have proficient working knowledge of Microsoft Office suite.
- Must have knowledge and demonstrated understanding of safeguarding and relevant child protection legislation.

Desirable Skills, Qualifications and Experience:

- Experience in the area of Safeguarding
- Experience in the design and delivery of training programmes
- Have relevant knowledge of the sport environment in Ireland.

Additional Information:

Contract: Full-time, agency (12-months)
Salary Scale: EO Standard Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy.
Location: Sport Ireland National Sports Campus, Snugborough Road, Blanchardstown, Dublin 15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Friday 2nd June 5pm.

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