



ROLE INFORMATION PACK

Safeguarding Lead Officer – Part Time

Remuneration: £18,000 per annum

Hours: 24 per week

Job Description

Background

Welsh Rowing is the National Governing Body for river, coastal and indoor rowing in Wales. Our current Safeguarding policies were created in 2023 and further updated in early 2025.

This is an opportunity for someone to review the current processes and oversee and maintain the organisations current safeguarding model.

Purpose of the Job

We are looking to recruit an individual who has the experience and knowledge to challenge and evolve the current safeguarding measures in place across Welsh Rowing's network of clubs. To help educate clubs, athletes and the workforce to become the current leader for safeguarding amongst the home nation's rowing NGBs.

Line Management

The post-holder is responsible to the Welsh Rowing Chief Executive Officer.

Role Responsibilities

- Manage Welsh Rowing Safeguarding policies for the organisation, camps, trips, clubs and events.
- Regularly review and update Safeguarding policies to keep them up to date.
- Play a lead role in developing and establishing the organisation's approach to safeguarding, and in maintaining and reviewing the organisation's Safeguarding Action Plan in line with current legislation and best practice.
- Co-ordinate the dissemination of the safeguarding policies, procedures and resources throughout the organisation.
- Advise on the organisation's training needs, with regards to safeguarding, and the development of its training strategy.



- Act as the Safeguarding/Welfare Officer for Welsh Rowing as the principal contact for safeguarding concerns.
- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the Chair and CEO to co-ordinate the case management process.
- Liaise with, and manage referrals to, external agencies, for example social-care services and the police.
- Help to review and advise clubs where necessary.
- Provide advice and support to club Welfare Officers and play a role in their recruitment, selection and training.
- Help to create content for Welsh Rowing Safeguarding workshops.
- Manage the safeguarding link between Welsh Rowing, Scottish Rowing and British Rowing, along with other partner and stakeholder organisations (CPSU, Ann Craft Trust, UK Sport, Sport Wales, etc.).
- Lead the Welfare Officer Forums.
- Liaise with the administrator regarding DBS checks.
- Attend Welsh Rowing events and act as Safeguarding Officer at the events.
- Sit on the Welsh Rowing Safeguarding Committee, in a non-voting capacity, and report on any concerns, cases, progress of on-going investigations, and general progress.

General Responsibilities

These include:

- Following Welsh Rowing's Policies and Procedures, ensuring that these are consistently applied by all staff. Special attention must be given to Welsh Rowing's policies on safety, safeguarding and anti-doping.
- Representing Welsh Rowing may be necessary at external events including National Conferences and forums.
- Such duties, as may be reasonably required by the Chief Executive Officer, to ensure the overall objectives of Welsh Rowing are met.

Hours

24 hours per week for the post-holder to manage their diary and reporting their work schedule to the CEO invoicing. There is an expectation that some of these hours may be at weekends and evenings, as required.



Person Specification

ESSENTIAL	DESIRABLE
<p>Experience:</p> <ul style="list-style-type: none"> • Experience of core values and principles of working with children and adults. • Experience in Safeguarding. • Up to date legislation, government guidance and national framework for safeguarding children and adults. • Experience of delivering high-quality selection processes. • Demonstrable knowledge of best practice in safeguarding, including culture. • Well-developed organisational and communication skills, the ability to multi-task and work under pressure are crucial in this role. • Strong experience of using Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> • Experience of developing and mentoring coaches and/or volunteers. • Experience of working with and providing development opportunities for coaches and/or volunteers. • Experience of Safeguarding in Sport. • Ability to plan, collaborate, organise, and deliver programmes. • Experience of working in safeguarding in Wales.
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent attention to detail. • High-level communication skills. • Well-developed active listening skills, showing an ability to take direction as well as to direct. • High level drive and determination to succeed. • Highly skilled at creating positive working relationships with stakeholders. • Commitment to equity, diversity and inclusion. • A flexible approach to working, including evenings and weekends. 	<ul style="list-style-type: none"> • Knowledge of rowing. • An innovative attitude to the development of sporting excellence. • Ability to speak Welsh.

The successful candidate will be required to undergo an Enhanced DBS check.



Equal Opportunities

Welsh Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

How to apply

To apply, please see [here](#) for an application form.

Applications, CV and covering letter should be returned to admin@welshrowing.com by noon on Friday 25th April 2025.

Interviews will be held during the week commencing 28th April 2025.

For an informal discussion on the role please contact Dan Fella, Chief Executive Officer, on 07792 071342 or email at dan.fella@welshrowing.com



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