

Scottish Cycling

Job Description and Person Specification

JOB TITLE:	Wellbeing and Protection Officer
CONTRACT TYPE:	Full time, Permanent
SALARY:	£23,000- £26,000
OFFICE BASE:	Sir Chris Hoy Velodrome, Emirates Arena, Glasgow
REPORTS TO:	Finance and Business Operations Manager
BENEFITS:	5% pension contribution, British Cycling Gold Membership, Occupational Health Scheme

JOB PURPOSE

Scottish Cycling's mission is to inspire and support everyone to enjoy riding a bike and realise their full potential. As the largest cycling membership organisation in Scotland, we are the voice of cycle sport, representing the aspirations of our community.

We are committed to leading and enabling our members, clubs and partners to develop cycling in an open and equitable way and we aspire to be the number one governing body of sport in Scotland. To assist us achieve our objectives, we are looking for a Wellbeing and Protection Officer to strengthen and develop our Business Operations and support functions.

Child protection is part of [Getting It Right For Every Child \(GIRFEC\)](#) – the national approach to improving outcomes and supporting the wellbeing of children and young people. The Wellbeing and Protection Officer will play a primary role in ensuring the highest standards of safeguarding and wellbeing are implemented at all levels and that all young people feel safe and included within the sport. The importance of adult wellbeing is becoming more understood, so similar standards will become embedded for all with a particular focus on protected adults.

The postholder will provide organisation-wide support through the management of the safeguarding functions across Scottish Cycling, ensuring that we are legally compliant and have efficient and effective policies, systems and procedures in place to support the continuing growth of our sport.

KEY RELATIONSHIPS

- Scottish Cycling Clubs, Wellbeing & Protection Officers, Volunteers and Coaches
- Scottish Cycling Business Operations, Development & Participation and Performance & Coaching Departments
- British Cycling's Compliance and Safeguarding Manager
- British Cycling Case Management Group (CMG)
- Volunteer Scotland / Disclosure Scotland / **sport**scotland / Children1st
- Scottish Cycling Diversity & Inclusion Working Group
- Scottish Cycling Volunteer Working Group

KEY RESPONSIBILITIES

Safeguarding

- Reporting to the Lead Wellbeing & Protection Officer (Finance and Business Operations Manager), you will be responsible for investigating and resolving safeguarding concerns (for both adults and children).
- Attend and minute safeguarding case meetings, recording discussions and decisions for inclusion on case files or for more general distribution, as required. The role will include developing and maintaining secure storage systems to ensure the confidentiality of sensitive information.
- Work in partnership with British Cycling CMG on safeguarding standards across the British Cycling Federation (British Cycling, Scottish Cycling and Welsh Cycling).
- Work in partnership with Children1st, **sportscotland**, British Cycling and stakeholders to develop and review Safeguarding policy and advice.
- Undertake signatory duties for Scottish Cycling with regards to the Protection of Vulnerable Groups (PVG) scheme membership, liaising with Volunteer Scotland or other external partners, ensuring accurate records are maintained with support from the Finance and Business Operations Coordinator.
- Respond to Clubs, Members and the general public following enquiries relating to Safeguarding and PVG, with support from the Lead Wellbeing & Protection Officer.
- To coordinate and maintain a calendar of Safeguarding training and CPD for both Scottish Cycling members and staff.
- Maintain, review, and develop the Scottish Cycling safeguarding data within the club management system.
- Attend internal working groups providing safeguarding support across the organisation to ensure clubs, groups and volunteers are compliant, supported and trained in line with **sportscotland's** Wellbeing & Protection Standards.
- Work in partnership with the Club Development Team to implement both Scottish Cycling's Minimum Operating Standards and **sportscotland's** wellbeing & protection standards across all Scottish Cycling clubs.
- Provide relevant information and updates to the Communications Team, to assist in providing the cycling community with the most up to date advice.
- Assist with the preparation of reports for internal and external review.

Diversity and Inclusion

- Support the development of the organisation's plan that identifies actions to comply with the Equality Standard for Sport framework, helping Scottish Cycling develop key actions to tackle inequalities in their organisation and membership and develop an ethos that puts diversity and inclusion at its heart.

Professional Development

The postholder will be required to agree a programme of professional development with the Finance and Business Operations Manager to deliver business priorities and keep practices current.

Details of the Post

The post will be based at the Sir Chris Hoy Velodrome in Glasgow; however, a flexible approach will be required to manage the demands of the job. Reasonable travel, accommodation and administrative expenses incurred in carrying out this position are reimbursed in line with the Scottish Cycling's Travel and Subsistence policy.

The Employer's holiday year runs from 1st January to 31st December inclusive. Your entitlement, based on a full-time position, is 34 working days paid holiday, including statutory leave entitlement, 7 days of which must be used when the office is closed over Christmas.

The post is full time 37.5 hours per week although there will be an expectation to work flexibly to meet the needs of the organisation. The nature of the organisation is that meetings and events happen at weekends and evenings and the postholder will be required to attend at least some events out with normal Monday to Friday working hours.

The above job description will be subject to annual review to ensure that it continues to reflect the needs of the Scottish Cycling Strategic Plan and Annual Business Plan priorities.

Person Specification: Wellbeing and Protection Officer

Competency	Essential	Desirable
Educational, Technical and Professional Qualifications	<ul style="list-style-type: none"> Educated to degree standard or equivalent. If no formal qualification, exceptional and appropriate work experience. 	<ul style="list-style-type: none"> Relevant vocational qualification aligned with job role and remit.
Relevant Work Experience	<ul style="list-style-type: none"> Proven experience and knowledge of Safeguarding and the relevant legislation. Experience of working in a customer focused environment. Experience of a busy, diverse, target driven working environment. 	<ul style="list-style-type: none"> Experience of Safeguarding in a Scottish context, particularly the Children and Young People (Scotland) Act 2014. Knowledge of Equality Standards Experience of working in a sports environment. Experience of developing policies.
Skills	<ul style="list-style-type: none"> Professional approach with the ability to maintain a high level of confidentiality and discretion. Highly literate in IT, including a sound knowledge of Microsoft products and online systems. Excellent written and verbal communication and interpersonal skills. Credible record of working with partners and stakeholders. Proven ability of effective time management and forward planning. Able to produce high quality reports and presentations. 	<ul style="list-style-type: none"> Knowledge of the sports sector. Knowledge of the governance structures within sporting bodies and related organisations. Knowledge of Scottish Cycling strategy and cycling landscape across the UK. Ability to support and develop others.
Team Working	<ul style="list-style-type: none"> Proven team working skills. Proven ability to work with others, motivate, provide direction and guidance. 	<ul style="list-style-type: none"> Able to make things happen, gets results, and maintain harmonious group working. Building collaborative working practices and help clarify misunderstandings.
Personal Qualities	<ul style="list-style-type: none"> Acting with professionalism and integrity. Resilient, able to work to deadlines and cope with pressure. Confident and able to work autonomously. 	<ul style="list-style-type: none"> Versatility and creativity. Ability to identify and offer innovative solutions to problems. Flexible approach to working and the ability to work flexible hours to suit the job.

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