



THE CAMOGIE ASSOCIATION

An Cumann Camógaíochta

National Safeguarding Officer Job Description

The Camogie Association is recruiting a National Safeguarding Officer for a new position within the organisation. The successful candidate role will be to implement and review The Camogie Association policies and act as a liaison to our members on issues such as Child protection.

The Camogie Association works with its members and volunteers across Ireland to increase participation and improve the quality of the sporting experience for our participants.

Duties and Responsibilities

- To act as the first point of contact for all Safeguarding enquiries.
- Familiarisation with Children First (ROI) and Our Duty to Care (NI) to ensure they can act as an information source to other members of The Camogie Association.
- Familiarisation with vetting procedure – Garda Vetting (ROI) and Access NI (NI). Promote legislative compliance with vetting procedures and manage and co-ordinate implementation of vetting related administration at national level.
- Promote awareness of the Camogie Association's policies and procedures on child protection and safeguarding to the Association's members, to Children's Officers at all levels of the Association and liaise with relevant third-party bodies as appropriate.
- Communication with Club Children's Officers to ensure the distribution of relevant policies and the promotion of related education programmes, materials.
- Liaise with Provincial, Counties, Clubs to examine the rules, regulations and structures to ensure that they are child centred.
- Co-ordination of child safeguarding training at all levels in the Association.
- Circulation of all relevant information and resource materials on governance to Provincial, Counties, Clubs of the Camogie Association.
- Liaise with Provincial, Counties, Clubs to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed.
- Be informed of best practice and legislative compliance on child protection and safeguarding, across all jurisdictions in which the Camogie Association operates.
- Proactively promote governance related campaigns to all stakeholders, for example, anti-bullying, GDPR, complaints and insurance.

Person Specification

Essential Criteria

- At least 2 years' experience (paid or voluntary) of working in a similar role in sport, community development, youth work or other relevant area.
- Good understanding of the Gaelic Games Code of Behaviour (Underage).
- A high level of proven organisational ability and administrative and IT Skills.
- Excellent communication/presentation skills (verbal and written).
- Understanding of safeguarding/child protection procedures and policies including legislative requirements as applicable on the island of Ireland
- Experience of working with volunteers.

- Strong interpersonal skills including the ability to liaise with a range of personnel (such as young people, volunteers, teachers, coaches and parents).
- Ability to be self-motivated, resourceful, work on own initiative in a flexible and co-operative manner.
- Ability to work out of normal office hours when required.
- The post holder will be required to have a clean full driving licence and the appointment will be subject to Garda vetting.

Desirable criteria

- Knowledge of structures in Gaelic Games, particularly Camogie
- Knowledge of Policy and Procedure development.
- Experience in devising and delivering training programmes

Terms and conditions

- The post will be based in the Camogie Association's Head Office in Westward House, Croke Park, St Joseph's Avenue, Dublin 3.
- The appointment will be a permanent position with a 9-month probation period.
- Employees are required to work 39 hours a week. The National Safeguarding Officer will be on occasion required to work unsocial hours including weekends. From time to time travel will also be required.
- The successful applicant must have a clean driving licence; her/his own transport and will be required to comply with Garda vetting clearance in advance of taking up the position.
- Remuneration will be subject to annual review as outlined in the Association's Employee Handbook. The remuneration for this appointment will be attached to a salary scale ranging from €31,400 - €36,700 with appointment usually commencing on the first point of the scale.
- Expenses such as travel, overnight accommodation where required and other allowable expenditure will also be paid.
- The Association will make a matching contribution of either 3% - 7% pension subject to employee contribution.
- Annual leave entitlement of 23 days per annum. In addition, there is additional annual paid leave in the period Christmas Eve/New Year.
- A time in lieu facility (TOIL) for work in excess of weekly contracted hours.
- Study leave.
- Travel (bike to work scheme/tax saver commuter tickets).

To apply for this role please complete the following [Application Form](#)

Please send your completed form to jobs@camogie.ie or by post to:

**Technical Development and Participation Manager,
The Camogie Association,
Croke Park,
Dublin 3**

(Postal Applications should mark "private confidential" on the envelope)

A staff member's job description forms part of her/his contract of employment. The roles and responsibilities of staff may change subject to the business needs of the Association, in consultation with the staff concerned.

Closing date for applications is **Friday June 29th 2018 at 5.00pm.**

Interviews commencing the week beginning July 9th 2018

Late applications will not be accepted.