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|---------------------------|----------------------------------------------------------|-----------------------------|-----------------------------------------------------|
| <b>Job title</b>          | Safeguarding Adults in Sport Manager (Wales)             | <b>Job family and level</b> | Administrative, Professional and Managerial Level 4 |
| <b>School/ Department</b> | Ann Craft Trust<br>School of Sociology and Social Policy | <b>Location</b>             | University Park Campus/ Sport Wales HQ              |

## Purpose of role

ACT's Safeguarding Adults in Sport Manager (Wales) will have responsibility for reviewing and developing advice and support in relation to adults in sport and recreation and for identifying, planning and implementing new initiatives in line with current practice.

|    | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)                                                                                                                                                          | <b>% time per year</b> |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 1  | To assist sport and activity organisations to comply with all relevant legislation                                                                                                                                                                                   | 5%                     |
| 2  | To advocate for inclusion and equality for adults for their right to participate and engage in sport and recreation.                                                                                                                                                 | 5%                     |
| 3  | To work with the Marketing Team to raise the profile of ACT's sport and activity services in Wales                                                                                                                                                                   | 5%                     |
| 4  | To increase awareness of the safeguarding adults agenda within the sport and activity sector and support partners to achieve minimum safeguarding requirements in line with the Sport Wales approach and Arwain Cymru - Governance and people development framework. | 15%                    |
| 5  | To develop and deliver safeguarding adults training for staff and volunteers in line with current legislation and minimum standards.                                                                                                                                 | 15%                    |
| 6  | To act as a point of contact for National Governing Bodies (NGB), Sports Partnerships and National Partners to provide advice and information on all aspects of adult safeguarding and respond to the needs of the sector.                                           | 10%                    |
| 7  | To support safeguarding leads in the sector to meet their duty of care through effective working and collaboration with all safeguarding partners, including but not restricted to NSPCC, Safeguarding Boards and Sport Wales.                                       | 10%                    |
| 8  | To keep updated on all new initiatives and legislation in relation to safeguarding adults and interpret and communicate it to the sector.                                                                                                                            | 10%                    |
| 9  | To provide support and guidance to sports organisations to work through the Safeguarding Adults in Sport Framework                                                                                                                                                   | 15%                    |
| 10 | To keep Sport Wales updated on progress, risks, success stories and good practice while collaborating on planning future approaches to safeguarding adults in sport across Wales.                                                                                    | 5%                     |

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| 11 | To do all other tasks that each member of the ACT team is expected to contribute to including responding to telephone and e-mail enquiries, offering relevant information and contributing to team meetings and discussions | 5% |
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## Person specification

|                                                                      | Essential                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                            |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills</b>                                                        | <ul style="list-style-type: none"> <li>▪ Excellent communication and presentation skills</li> <li>▪ Good organisational skills and ability to prioritise a workload and work to tight deadlines</li> <li>▪ Ability to work as part of a team and independently</li> <li>▪ PC literate in MS Word, Excel and PowerPoint</li> <li>▪ Relationship Management</li> </ul>                                     |                                                                                                                                                                                                                      |
| <b>Knowledge and experience</b>                                      | <ul style="list-style-type: none"> <li>▪ Vocational experience</li> <li>▪ Project management</li> <li>▪ Experience of working with adults or adults 'at risk'</li> <li>▪ Expert knowledge of adult safeguarding</li> <li>▪ An understanding of the sensitive nature of the Trust's work</li> <li>▪ Track record of developing and delivering training in both statutory and voluntary sectors</li> </ul> | <ul style="list-style-type: none"> <li>▪ Data analysis</li> <li>▪ Co-ordinate and facilitate conference, training and other events</li> <li>▪ Knowledge of sporting organisations and structures in Wales</li> </ul> |
| <b>Qualifications, certification and training (relevant to role)</b> | <ul style="list-style-type: none"> <li>▪ Educated to degree level, relevant professional qualification or experience commensurate to the role</li> </ul>                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Training/teaching qualification</li> <li>▪ Other continuing professional development qualifications</li> </ul>                                                              |
| <b>Statutory, legal or special requirements</b>                      | <ul style="list-style-type: none"> <li>▪ Willing and able to travel including overnight stays</li> </ul>                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>▪ Interest in sports and recreation</li> </ul>                                                                                                                                |

# Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

# Key relationships with others

