



<b>ROLE DESCRIPTION</b>			
Job title:	Child Wellbeing & Protection Officer	Contractual status:	Volunteer
Hours of work:	This is a voluntary position. Flexibility is required, with occasional evening and weekend availability to support academy activities and safeguarding responsibilities.	Salary range:	N/A
Location:	Gardyne Training Ground		

<b>Role Purpose</b>
The Child Wellbeing & Protection Officer is responsible for promoting the safety, wellbeing, and welfare of all children and young people within the Academy. Acting as the club's main safeguarding contact, the post holder will support players, parents, coaches, and volunteers while ensuring compliance with Scottish FA Child Wellbeing and Protection policies.
<b>Key Responsibilities:</b>
<ul style="list-style-type: none"><li>• Act as the club's designated safeguarding and wellbeing lead.</li><li>• Promote a positive culture of safety, wellbeing, and inclusion across all academy activities.</li><li>• Respond appropriately to safeguarding concerns and maintain confidential records.</li><li>• Provide guidance and support to players, parents/carers, coaches, staff, and volunteers on wellbeing and protection matters.</li><li>• Support the implementation of Scottish FA safeguarding policies and procedures.</li><li>• Promote safeguarding awareness and training throughout the club.</li><li>• Liaise with Academy Management, the Scottish FA, and external agencies where required.</li><li>• Monitor safeguarding practices and recommend improvements to ensure compliance and best practice.</li><li>• Maintain up-to-date safeguarding documentation and records</li></ul>

<b>Person Specification</b>
<b>Essential</b>
<ul style="list-style-type: none"><li>• Strong communication and interpersonal skills.</li><li>• Ability to handle sensitive information with professionalism and confidentiality.</li><li>• Good organisational and record-keeping skills.</li><li>• Commitment to safeguarding, equality, and the wellbeing of young people.</li><li>• Ability to work independently and as part of a team.</li><li>• PVG Scheme Membership (or willingness to obtain).</li><li>• Willingness to complete required safeguarding training.</li></ul>

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



### **Desirable**

- Experience working with children and young people in sport, education, or community settings.
- Knowledge of Scottish FA safeguarding procedures.
- Experience in football or youth sport environments.
- Full UK Driving Licence.

### **Personal Attributes**

- Approachable and trustworthy.
- Professional and discreet.
- Organised and proactive.
- Calm under pressure.
- Committed to creating a safe and positive environment for young people.

### **Apply**

Interested candidates should submit their CV and a cover letter via email outlining their suitability for the role to [recruitment@dundeefc.co.uk](mailto:recruitment@dundeefc.co.uk)

Applications for this position must be submitted by **Friday 19<sup>th</sup> June**