

**COMHAIRLE ULADH
CUMANN LUTHCHLEAS GAEL
ULSTER COUNCIL GAA**

JOB DESCRIPTION

Job Title: Safeguarding Manager

Responsible to: Head of Safeguarding

Duration of Post: 3 years with the possibility of extension (subject to the successful completion of a 6-month probationary period).

Salary: £33,821 - £40,263 (Band 4)

Job Purpose:

The Safeguarding Manager will assist the Head of Safeguarding to oversee and co-ordinate Safeguarding within the GAA in Ulster.

Main Areas of Responsibility:

The Safeguarding Manager's detailed activities will be agreed annually with the Head of Safeguarding through an agreed forward work plan which will include output targets and identified time scales. The broad activities of the post include:

Safeguarding

1. To assist with the implementation, review and where necessary update of Safeguarding Policies & Procedures for Children, Young People, Vulnerable Groups, and Adults within Ulster GAA, ensuring that legislative requirements from across both jurisdictions are adhered to and that changes are communicated to all constituent units.
2. Ensure all relevant additional policies and procedures including, but not limited to, Safe Recruitment, Codes of Behaviour, Sharing of Information, Health, and Safety are administered in line with best Safeguarding practice.
3. Commitment to obtain detailed knowledge of Government legislation in Safeguarding, Child Protection and Code of Ethics and Good Practice for Children's Sport in two

jurisdictions, to ensure they are an information source to members of the Association in Ulster.

4. To promote the values, attitudes and structures which make sport enjoyable for children and vulnerable groups.
5. Attend appropriate training as required in order to act as a resource to Counties, Clubs and members in relation to Safeguarding.
6. To assist in the development and dissemination of relevant policies, procedures and resource materials on Child welfare, Safeguarding, Child and Adult Safeguarding to counties, clubs and affiliates of the GAA.
7. To assist with the management of safeguarding course administration and of safeguarding tutors who are delivering Safeguarding courses on behalf of Ulster GAA.
8. Ensure the confidentiality of record-keeping systems in respect of all safeguarding matters within Ulster GAA and facilitate the sharing of information, where necessary, with relevant statutory authorities.
9. To assist the Head of Safeguarding in the management of the referrals of any safeguarding concerns and allegations of abuse with the relevant Statutory Authorities and ensure that effective complaint, disciplinary, and appeals procedures are in place and effectively applied.
10. Management of cases of poor practices reported to the organisation and providing advice to county and club officers.
11. Risk Assess & Case Management of vetting returns with the Head of Safeguarding.
12. Liaise with Statutory Agencies e.g Health & Social Care Trusts, PSNI, An Garda Síochána, Tusla, Sport NI and DBS and to create and maintain valuable working relationships with them.
13. To assist the Safeguarding Department in achieving the objectives of Ulster GAA Strategy, A Future for All 2024-2028.
14. Assist Chair of Safeguarding Committee to ensure an effective and productive committee.
15. Process vetting applications with the appropriate body as required.
16. Develop, implement and promote campaigns as required, e.g. Anti Bullying, Parent in Sport etc.

17. Assist the Head of Safeguarding to influence policy in relation to Safeguarding as appropriate.

The above list is not exhaustive and may include other related duties deemed appropriate to the post

The nature of the job will change over time as the needs of the Ulster Council GAA change. It is a requirement to contribute to the development of the job and to reflect changing needs. This is a high-profile post and requires a considerable degree of commitment, confidentiality and flexibility on the part of the post holder to meet quality standards and work deadlines. He/she will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job.

Please note closing date for this role is 26th April 2024 with a view to hold interviews on 8th May 2024.

PERSON SPECIFICATION

Post: Safeguarding Manager (Ulster GAA)

This individual will have a social care qualification(s) or other relevant discipline with at least 2 years' experience in a position of responsibility for Child or Adult Safeguarding. The post-holder will provide core services to the Council which will ensure that its policies and procedures are in compliance with best practice in terms of Safeguarding Children, Young People, Vulnerable Groups and Adults for a Governing Body of Sport.

	ESSENTIAL	DESIRABLE
1. Qualifications and Attainments	1.1 A degree (or equivalent third level qualification) in Social Care or any other relevant discipline to the post	1.2 GAA Safeguarding 1, Child Protection in Sport Awareness training
2. Relevant Experience	<p>2.1 2 years full time or 3 years part - time experience in a position with responsibility for Child or Adult safeguarding</p> <p>2.2 Demonstrable experience in developing and delivering training courses</p> <p>2.3 Demonstrable experience of developing resource material in the area of Child or Adult safeguarding</p> <p>2.4 Demonstrate skills in the use of I.T., and on understanding of its use.</p>	2.5 Knowledge of the history, background and current strategic issues facing the GAA in Ireland and Ulster.
3. Special Aptitudes	<p>3.1 Demonstrable leadership and decision-making skills, excellent interpersonal and communication skills, sound organisational and planning skills.</p> <p>3.2 Ability to contribute to the Strategic Plans and programmes.</p>	3.5 Demonstrable knowledge and experience of sport in general and the GAA in particular.

	<p>3.3 Analytical skills</p> <p>3.4 Ability to work under pressure and meet tight schedules.</p>	
<p>4. General Intelligence and Disposition.</p>	<p>4.1 Ability to demonstrate integrity and appropriate working relationships with key partners.</p> <p>4.2 Ability to demonstrate confidence, empathy, enthusiasm and initiative.</p> <p>4.3 An understanding and commitment to equal opportunities and sports equity issues.</p> <p>4.4 Is trauma informed and athlete focused in their approach to safeguarding</p>	<p>4.5 Influencing skills and ability to work with conflict and emotionally distressing matters.</p>
<p>5. Knowledge</p>	<p>5.1 Up to date knowledge of local, national, cross jurisdictional legislation, government guidance and framework for safeguarding</p> <p>5.2 Role and responsibilities of statutory agencies</p> <p>5.3 Understanding of behaviour which is harmful to children – thresholds of ‘poor practice’ – ‘abusive behaviour’</p>	<p>5.4 UGAA’s policy and procedures related to safeguarding and protecting children and vulnerable groups.</p> <p>5.5 Understanding of GAA Structures and Official Guide</p>
<p>6. Circumstances</p>	<p>6.1 Access to a form of transport which will permit the applicant to meet the requirements of the post in full.</p> <p>6.2 Able to work unsocial hours</p>	

	including evenings and weekends. 6.3 Able to undertake occasional travel including overnight stays.	
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Note to all applicants:

Whilst the Essential Criteria of the Person Specification will be the basis for short-listing, (some or all) elements of the Desirable Criteria may also be included.