



Surf Life Saving Great Britain Role Description - Club Safeguarding Officer

Purpose: To provide support to the management with regards to safeguarding, including DBS checks, review of safeguarding policies and procedures, co-ordinating safeguarding groups, training members and staff, and acting as a point of contact for queries and at events.

Main Responsibilities:

To take a lead role in administering safeguarding delivery and support.

Safeguarding Delivery & Support

- To support SLSGB's Lead Safeguarding Officer with the delivery of DBS checks through the TMG system.
- To support clubs and members using the TMG system for DBS checks.
- To support clubs with safeguarding advice, information and training.
- To co-ordinate SLSGB's Steering Group and policy review.
- To ensure SLSGB is represented on safeguarding matters and working towards CPSU standards.
- To act as a point of contact at events.
- To ensure all current or potential clubs and members are given appropriate resources, advice and signposting relating to safeguarding.
- To promote safeguarding updates and processes to all clubs and members, and ensure they have been adopted by the clubs and members.

General

- To be able to communicate SLSGB's plans, projects and key messages with confidence to all enquirers.
- To report monthly on statistical evidence and member needs.
- To promote and adhere to the organisational strategy to hold the wishes of the member as central to all activities.
- To subscribe to the ethos, vision and mission of SLSGB.
- To work at all times with integrity and to the highest professional standards.
- To help foster and create a positive team working atmosphere at all times including participating in team discussions and events.



Key Skills:

Experience

- Experience of safeguarding practice (desirable)
- Experience of working with young people or vulnerable adults (desirable)
- Experience in administration duties
- Experience in providing excellent service to stakeholders / customers
- Experience of working with MS Office to an advanced level
- Experience of working with databases

Skills

- Excellent communicator
- Literate and numerate
- Excellent organisation / project co-ordination skills
- Able to work on own initiative
- Able to communicate and work with colleagues positively
- A proactive approach to finding solutions
- Able to prioritise tasks

Behaviours:

- A positive and engaging manner
- Well presented
- Able to represent SLSGB externally
- Good understanding of SLSGB activities, products and services
- Good working knowledge of SLSGB procedures and policies