



Irish Athletic Boxing Association (IABA)

Safeguarding Officer

Job Vacancy

The Irish Athletic Boxing Association (IABA) is the National Governing Body of Sport responsible for the development and management of the sport of amateur boxing in Ireland.

A temporary vacancy exists for a talented and ambitious individual with excellent Project Management skills to develop and implement a Safeguarding Project Plan for the IABA. The role will involve a lot of interaction with both IABA staff, members, Sport Ireland and will require a high level of discretion.

The Safeguarding Officer will play an active part in ensuring all administration functions are carried out within the Department in an efficient and timely manner. The role will involve the handling of, high end administrative duties, in-depth queries or complaints, and also liaising with key stakeholders.

To be considered for this role you will need to have experience in the area of safeguarding and be a skilled communicator with energy and an ability to swiftly build relationships and credibility with stakeholders across Ireland.

DURATION OF POST: This post will be for a one year fixed term with the possibility of extensions (Probationary period 6 months).

LOCATION: National Stadium

KEY RESPONSIBILITIES

- Key member of IABA Child Welfare and Safeguarding, reporting to the National Safeguarding Manager
- Be responsible for the development and implementation of the Safeguarding Project Plan.
- Be responsible for the development and delivery of coach and club safeguarding education and awareness programmes.
- Handle and carry out all administration in relation to casework, complaints of poor practice and child welfare concerns, correspond to all parties and collect all information
- Address any queries in relation to Child Welfare and Safeguarding

- Handle and carry out all administration and correspondence to Garda Vetting Applicants.
- Attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Assisting in the evolution of a system of record keeping, including all Garda & Access NI Vetting applications, which maintains confidentiality while allowing for appropriate information to be passed to relevant authorities where necessary
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliated IABA bodies
- Any other work assigned by the Department Manager

***Candidates should note that this list does not represent an exhaustive list and is subject to change as the job requires.**

THE PERSON:

The successful candidate will have the following:

Key Skills and Experience Required

- Experience in the area of safeguarding
- Ability to communicate with stakeholders in a clear and transparent manner
- Administration Experience and Organisational Skills.
- Proven I.T. skills
- Excellent Time Management and Communication skills
- The post may require travel within Ireland.

DESIRABLE

- Third Level Related Qualification.

KEY QUALITIES

- Excellent organisational and administration skills
- Strong interpersonal and communication skills
- Attention to detail
- Flexible and adaptable attitude
- Team player and ability to work on their own initiative as well as in a small, dedicated team

REMUNERATION

- Remuneration will be dependent on experience and skill relevant to this job description.
- To apply for this role, email your CV along with a covering letter to hr@iaba.ie
- **Closing Date 5pm 18th November 2022.**