



Role Description: Deputy Child Wellbeing & Protection Officer (volunteer)

Location:	Home working, occasional meetings in stadium or training centre
Salary:	Voluntary role + expenses + training
Hours:	4-8 hrs a month - due to the nature of the role, flexibility is required with regards to working in the evenings and at weekends
Closing Date:	As per advert
Start Date:	Flexible, from July 2024

Background

The Foundation is committed to protecting the health, wellbeing and human rights of children and vulnerable adults, and enabling them to live free from harm, abuse, and neglect. As the number of people we work with increases year-on-year, we are looking to improve our protection of people we work with by bolstering the resource we have in the team. The role-holder will be supported by the Hibernian FC's and Foundation's Child Wellbeing & Protection Officer, two other deputies, and senior managers at the Foundation.

Main Duties and Responsibilities

- To support the lead Child Wellbeing & Protection Officer in the management of wellbeing concerns raised by children, parents/guardians and everyone who works with them at the Foundation.
- To investigate concerns by reviewing incident reports, contacting those involved by email, telephone, video meetings and in person, as appropriate to ensure the wellbeing of children directly affected is kept central to the process.
- To keep relevant parties informed in each stage of the investigation.
- To liaise with relevant staff and volunteers at the Foundation, football club and external bodies if guidance is required.



- To produce timely and concise reports with recommendations that reflect the views of children on how incidents can be responded to, highlighting lessons to be learned going forwards, and recommending changes to current work practices and procedures, as relevant.

Key Relationships

- Lead Child Wellbeing & Protection Officer, Hibernian FC & Hibernian Community Foundation
- Head of Football, Hibernian Community Foundation

Line Management Responsibility:

- None

Training & Learning Opportunities

- Mandatory to this role is the completion of training courses provided by external agencies relevant to the role.
- On-job training from lead Wellbeing & Protection Officer and deputies.

This post is subject to a Disclosure Scotland check.



Knowledge, Skills & Experience

[E – Essential D – Desirable]

Safeguarding

- Knowledge and experience of directly working with children and/or young people. [E]
- Knowledge of the principles of safeguarding children and/or vulnerable adults. [E]
- Knowledge of the UN Convention on the Rights of the Child and/or Getting It Right For Every Child. [D]

Communication

- Excellent verbal and written communication skills. [E]
- Ability to communicate with children and young people. [E]
- Strong listening skills and the ability to deal with sensitive situations with integrity. [E]
- Experience of dealing with participants in a friendly, approachable, and professional manner [D]

Person Specification

- Ability to maintain records in an ordered and confidential manner
- Understanding and appreciation for the need of confidentiality.
- Demonstrable experience of using empathy and tact working with children and/or young people.
- Experience of working in a care / education / position of trust setting with children and/or young people.