



Volunteer Role Vacancy – Child Protection Officer

Introduction

The Irish American Football Association (IAFA) is seeking to appoint an experienced Child Protection Officer who has a strong interest in sport and is willing to volunteer their time to a sporting organisation. This is a volunteer position and the successful applicant will be appointed to a rolling 1 year contract.

IAFA is the National Governing Body for American football in Ireland and is recognised as such by Sport Ireland and the International Federation of American Football (IFAF). At present IAFA is a volunteer-run organisation and there are over 3,000 active members involved in the sport at various levels. American football is a rapidly growing sport in Ireland and we are expanding our Management team to meet this increased demand.

The role of the Child Protection Officer is to ensure that children's interests are kept on, and influence the decisions of, the agenda of the IAFA through the co-ordination of the ongoing development and implementation of the IAFA Child Protection policies and procedures and to work with key partners to ensure IAFA is a child friendly sport.

IAFA is managed by a Board of Management, members of which are elected by the membership, who in turn appoint Directors to manage each section of the sport. The Child Protection Officer will report directly to the IAFA Board and will be the Board's principal advisor on child protection issues.

Key Responsibilities

The key responsibilities for the role include:

- Familiarisation with relevant Child Protection legislation and act as the point of contact to provide information to other members of the organisation on Child Protection
- Commitment to attendance at appropriate training as required in order to act as a resource to members in relation to children's needs
- Co-ordination of training for others and maintain records of all training provided
- The promotion of the values, attitudes and structures which make sport enjoyable for children
- Circulation of all relevant information and resource materials, on children's sport to clubs and affiliates of the sports organisations
- Conduct an assessment of risks and develop and/or review Child Safeguarding Statement and Child Protection Policy
- Communication with all clubs to ensure the distribution of the Code and the promotion of related education programmes, materials events and governing body related codes
- Liaison with all clubs to examine the rules, regulations and structures to ensure that they are child centred, e.g. equal playing time, appropriate competition structures, modified equipment to allow sense of achievement and success, use of protective gear, bullying policy etc.
- Liaison with clubs, to ensure drop-out rates and transfers are monitored so that unusual developments or trends can be addressed, including transfer of sports leaders
- Supporting clubs in responding to concerns about the welfare of children
- Acting as a liaison person for Garda vetting
- Assisting in the development of a system of record keeping which maintains confidentiality, while allowing for appropriate information to be passed to relevant authorities where necessary
- Advise IAFA Board on all club's child protection status as part of the annual audit process and at other times as deemed necessary

Skills

- Relevant degree and/or professional qualification essential
- Experience in demonstrating a combination of people skills and administrative ability in a similar work related field
- Knowledge of child protection issues and related good practice

- Ability to contribute to and co-ordination of training for others
- Demonstrate integrity and appropriate working relationships with key partners
- Strong leadership skills and the ability to deal with difficult decisions
- Show empathy when responding to those in distress
- Excellent organisational and planning skills
- Deadline focused
- Excellent verbal and written communication and interpersonal skills
- Strong administration and record keeping skills
- IT skills including Word, Excel and Powerpoint
- Be enthusiastic and use their own initiative when promoting safeguarding good practice.
- Have an understanding and commitment to equal opportunities and sports equity issues.
- Is child focused in their approach to safeguarding

Application Process

If you would like to apply for the role of IAFA Child Protection Officer, please send your CV, outlining your qualifications and experience, along with a cover letter outlining your suitability and the names and contact details (phone and email) of two references to recruitment@americanfootball.ie. Please submit all items in PDF format where possible. Applications will only be accepted up to **5pm** on the **28th May 2017**. This is a rolling 1 year contract, subject to the directions of the IAFA Board.