



SWIM WALES
NOFIO CYMRU

Swim Wales

Head of Safeguarding

Job Specification

May 2025

AQUATICS FOR
EVERYONE
FOR LIFE

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SWIM WALES
NOFIO CYMRU



OUR STRATEGY FOR
AQUATICS IN WALES



INCLUDE*
CYNNWYS

About us

- We are seeking a dynamic and experienced Head of Safeguarding to lead Swim Wales's general safeguarding practices, child protection, and 'safe sport system' in Wales. This essential role will promote safe environments across our sports and activities positively impacting board, staff, key stakeholders, partners, and the wider aquatic community.
- This is an exciting time to be involved in our sport as we enter our 3rd year of our YMLAEN Strategy, and ensure we not only achieve our long-term vision of "***Aquatics For Everyone For Life***" *but that we are recognised as one of the safest sports in Wales.*
- In this role, you will spearhead our safeguarding efforts across all of our touchpoints as a national governing body — member clubs, affiliated swim schools, LA partners, home nations partners — ensuring that Swim Wales standards, policies, procedures and responses to concerns are clear and effective.
- Additionally, this role will be instrumental in driving forward our recently launched **inclusivity framework CYNNWYS** working with our passionate teams to build safe, inclusive and accessible aquatic environments and communities across Wales.



Duties & Responsibilities

LEADERSHIP

- The Head of Safeguarding is the strategic and operational lead for safeguarding across Swim Wales. This role is responsible for ensuring that the highest standards of safeguarding governance are achieved and maintained, and that the organisation consistently meets its safeguarding obligations.
- The post holder will lead the strategic direction of safeguarding by embedding best practice across the organisation and ensuring safeguarding is considered and integrated in all Swim Wales programmes and initiatives. They will oversee the development and implementation of robust and comprehensive safeguarding policies, procedures, and training frameworks that reflect current legislation and sector best practice and guidance.

POINT OF CONTACT

- The role involves managing safeguarding concerns, supporting the safeguarding workforce, and ensuring a coordinated and consistent approach across the Swim Wales network, including clubs, regions, and affiliated bodies. The Head of Safeguarding will serve as the primary point of contact for statutory agencies, external safeguarding partners and organisations, and regional safeguarding officers.
- This role is pivotal in driving a child-centred and adult-at-risk-aware culture throughout the sport, promoting and prioritizing athlete welfare and ensuring all members of the Swim Wales community operate in safe and supportive environments.



Duties & Responsibilities

OVERSIGHT

- Lead the development, implementation, and continuous review of Swim Wales's safeguarding and athlete welfare strategies, policies, and procedures, ensuring alignment with legislation and national frameworks (e.g. NSPCC CPSU, Ann Craft Trust).
- Act as the Safeguarding Lead Officer and primary point of contact for all safeguarding concerns across Swim Wales.
- Assess new safeguarding concerns and oversee case management ensuring timely and appropriate action including consultation with statutory agencies.
- Oversee the investigation and management of safeguarding cases.
- Liaise with statutory agencies (e.g. Children's/Adult Services, Police, Local Authority Designated Officers) and attend multi-agency strategy meetings when required.

OTHER

- Resolve complex and sensitive safeguarding cases ensuring a robust, fair, and risk-informed approach.
- Manage safeguarding referrals, ensuring confidentiality, appropriate action, and accurate recording in accordance with GDPR and Swim Wales policies.
- Provide expert safeguarding advice, and guidance and support to Swim Wales staff, clubs, regions, volunteers, and the broader aquatic community.



Person Specification

1. EXPERIENCE

- Significant experience in safeguarding leadership role, ideally within sport, education, health, or a related field
- Experience in managing complex safeguarding concerns, disclosures, and investigations
- Proven ability to develop, implement, and review safeguarding policies and procedures
- Experience of working with or alongside statutory agencies (e.g., Police, Social Services, NSPCC/CPSU)
- Proven ability to lead and manage a safeguarding team or network across multiple levels (e.g., regional, club)
- Experience in a national governing body or working within a sporting context
- Experience supporting safeguarding audits, reports, or board-level updates

2. SKILLS

- Ability to lead strategic safeguarding development and policy implementation
- Skilled in managing, assessing, and resolving complex safeguarding cases
- Experience of supporting, supervising, and developing safeguarding officers
- Strong written and verbal communication skills across all levels
- Effective case recording and information management in line with GDPR
- Ability to analyse trends and report safeguarding activity to the board/CEO
- Collaboration and partnership working with external organisations

3. KNOWLEDGE

- In-depth knowledge of UK and Welsh safeguarding legislation and guidance
- Understanding of national safeguarding frameworks (e.g., NSPCC CPSU, Ann Craft Trust)
- Familiarity with case management processes, thresholds, and statutory referral pathways
- Knowledge of GDPR and data protection principles and ICO guidance in relation to safeguarding records
- Awareness of safeguarding risks and cultural considerations in sport and/or aquatics

4. QUALITIES

- Passion for safeguarding and promoting child-centred practices
- High level of integrity, discretion, and professionalism
- Calm, resilient, and composed under pressure
- Organised and able to prioritise competing demands effectively
- Inclusive mindset, promoting equality, diversity, and anti-discrimination
- Collaborative, confident leader who can influence across all levels
- Commitment to continuous personal and professional development

Role Specification

1. DAY-TO-DAY

- You will report directly to our Chief Executive Officer
- Close working with the senior team & key line managers
- 37 hours per week
- Flexible working will be considered
- Swim Wales HQ is at the Wales National Pool, Swansea Bay Sports Park
- The expectation is that face to face meetings will be required on a regular basis
- National travel and working with a range of national partners will be expected

2. ABOVE AND BEYOND

- We are a Living Wage employer
- 25 days of annual leave plus bank holidays (increased with service)
- Training and development budget available for development
- Pension and maternity/paternity schemes
- Free gym membership at the Swansea Bay Sports Park
- Free parking at Wales National Pool & Sport Wales National Centre
- Direct liaison with UK Sport/British Olympic Assoc./Aquatics GB/Sport Wales and Team Wales Communications Teams
- Regular team socials and away days



How to apply...

Please submit your interest for the role by submitting your CV and completing the Swim Wales Job Application form.

- A shortlist of candidates will be invited to an initial interview remotely/online.
- Following a further shortlist, second interviews will take place face-to-face in either Cardiff or Swansea, where candidates will be asked to present a 15 minute presentation on a particular task, set ahead of time, followed by interview questions.
- Please also ensure you return a completed equality monitoring form along with your application.

Please request the monitoring form and return your application to recruitment@swimwales.org

SALARY – UP TO £50,000

(DEPENDENT ON EXPERIENCE)

CLOSING DATE Midnight Friday June 23rd 2025



Thanks for your interest...

Swim Wales
Wales National Pool
Swansea Bay Sports Park
SA2 8QG
www.swimwales.org

Facebook - @SwimWales
Twitter - @SwimWales
Instagram - @swim_wales

Swim Wales is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Swim Wales is grateful for the continued support from key partners such Sport Wales and Aquatics GB for their continued support for Aquatic sport in Wales.

