



SWIM WALES
NOFIO CYMRU

JOB DESCRIPTION

Job Title: Head of Safeguarding, Safeguarding Manager

Directorate: CEO Office

Remit: National role

Reporting to: Chief Executive

Date JD produced/revised: May 2025

Terms and Conditions	Details
Salary Scale	Level 2 Manager
Salary: (to be prorated if part-time)	Up to £50,000 PA depending on experience
Superannuation Scheme:	Scottish Widows Pension Scheme
Number of hours to be worked per week	37 hrs per week
Annual leave & Toil	25 days holiday per year
Contract type	Permanent contract

Head of Safeguarding – Swim Wales

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



SWIM WALES
NOFIO CYMRU

sector best practice and guidance.

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.

Key Responsibilities

The Head of Safeguarding will:

- 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.
- 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, guidance and support to Swim Wales staff, clubs, regions, volunteers, and the broader aquatic community.



SWIM WALES
NOFIO CYMRU

- Support and supervise the safeguarding workforce across the Swim Wales network, including club and regional welfare officers - leading their recruitment, induction, and ongoing learning and development.
- Promote a proactive safeguarding culture, championing child - centred and athlete-centred, inclusive, and anti-discriminatory practices at every level of the sport.
- Coordinate safeguarding training and awareness programmes tailored to the needs of staff, volunteers, and clubs.
- Lead the implementation and monitoring of internal safeguarding standards, including completion of any national safeguarding frameworks and accreditation schemes.
- Represent Swim Wales at external safeguarding forums, strategy groups, and working groups (e.g. Lead Officer Forums or equivalent national networks).
- Provide regular safeguarding reports to the CEO, Swim Wales Board, and relevant governance committees on safeguarding activity, risks, case trends, and improvements.
- Ensure Swim Wales remains compliant with all safeguarding legislation, guidance, and standards; monitor developments and ensure continuous improvement.
- Support the development and delivery of Swim Wales initiatives to ensure safeguarding is considered and embedded across all operations.
- Collaborate with other national governing bodies, such as Swim England, Scottish Swimming, and relevant Wales / UK sports partners, to ensure a consistent and integrated approach to safeguarding across sport.
- Share in the on-call safeguarding response where required, providing support for urgent or high-risk safeguarding matters.
- Maintain and update safeguarding knowledge through training, professional development, and sector engagement



SWIM WALES
NOFIO CYMRU

Area	Criteria	Essential / Desirable	Assessment Method
1. Qualifications	1.1 Relevant experience or qualification (e.g., social work, education, child protection, youth work, psychology)	Essential	Application Form
	1.2 General education to level 3	Essential	Application form
	1.3 Accredited safeguarding training (e.g., NSPCC, CPSU, Ann Craft Trust)	Desirable	Application Form
	1.4 Management or leadership qualification	Desirable	Application Form
	1.5 Qualification or CPD in athlete welfare or safeguarding in sport	Desirable	Application Form
	1.6 Welsh language skills (spoken or written)	Desirable	Application Form
2. Knowledge	2.1 In-depth knowledge of UK and Welsh safeguarding legislation and guidance	Essential	Application Form / Interview
	2.2 Understanding of national safeguarding frameworks (e.g., NSPCC CPSU, Ann Craft Trust)	Essential	Application Form / Interview
	2.3 Familiarity with case management processes, thresholds, and statutory referral pathways	Essential	Application Form / Interview
	2.4 Knowledge of GDPR and data protection principles and ICO guidance in relation to safeguarding records	Essential	Application Form



SWIM WALES
NOFIO CYMRU

	2.5 Awareness of safeguarding risks and cultural considerations in sport and/or aquatics	Desirable	Application Form / Interview
3. Experience	3.1 Significant experience in safeguarding leadership role, ideally within sport, education, health, or a related field	Essential	Application Form / Interview
	3.2 Experience in managing complex safeguarding concerns, disclosures, and investigations	Essential	Application Form / Interview
	3.3 Proven ability to develop, implement, and review safeguarding policies and procedures	Essential	Application Form / Interview
	3.4 Experience of working with or alongside statutory agencies (e.g., Police, Social Services, NSPCC/CPSU)	Essential	Application Form / Interview
	3.5 Proven ability to lead and manage a safeguarding team or network across multiple levels (e.g., regional, club)	Essential	Application Form / Interview
	3.6 Experience in a national governing body or working within a sporting context	Desirable	Application Form / Interview
	3.7 Experience supporting safeguarding audits, reports, or board-level updates	Desirable	Application Form / Interview
4. Skills	4.1 Ability to lead strategic safeguarding development and policy implementation	Essential	Application Form / Interview



SWIM WALES
NOFIO CYMRU

	4.2 Skilled in managing, assessing, and resolving complex safeguarding cases	Essential	Application Form / Interview
	4.4 Experience of supporting, supervising, and developing safeguarding officers	Essential	Application Form / Interview
	4.5 Strong written and verbal communication skills across all levels	Essential	Application Form / Interview
	4.6 Effective case recording and information management in line with GDPR	Essential	Application Form
	4.7 Ability to analyse trends and report safeguarding activity to the board/CEO	Essential	Application Form / Interview
	4.8 Collaboration and partnership working with external organisations	Desirable	Application Form / Interview
5. Personal Attributes	5.1 Passion for safeguarding and promoting child-centred practices	Essential	Interview
	5.2 High level of integrity, discretion, and professionalism	Essential	Interview
	5.3 Calm, resilient, and composed under pressure	Essential	Interview
	5.4 Organised and able to prioritise competing demands effectively	Essential	Application Form / Interview
	5.5. Inclusive mindset, promoting equality, diversity, and anti-discrimination	Essential	Interview



SWIM WALES
NOFIO CYMRU

	5.6 Collaborative, confident leader who can influence across all levels	Essential	Interview
	5.7 Commitment to continuous personal and professional development	Essential	Application Form / Interview
6. General Requirements	6.1 Willingness to work flexibly, including evenings and weekends as needed	Essential	Interview
	6.2 Ability and willingness to travel across Wales	Essential	Application Form

SWIM WALES
NOFIO CYMRU