

Welfare and Workforce Officer

CONTRACT TYPE: Full-time, Permanent

SALARY: £24,000 to £28,000 per annum, dependent on skills and relevant experience

LOCATION: Scottish Volleyball, 48 The Pleasance, Edinburgh, EH8 9TJ with the opportunity of agreed flexible/remote working

REPORTS TO: Chief Executive Officer

HOURS OF WORK: 37.5 hours per week

ROLE DESCRIPTION

Scottish Volleyball is seeking to recruit an experienced Workforce and Welfare Officer to effectively manage the recruitment and retention of volunteers as well as provide expert support, advice and assistance to coaching staff, our commissions, members and affiliated clubs regarding all measures relating to Protection of Vulnerable Groups (PVG) and Child Wellbeing and Protection in Sport (CWPS). This is an exciting opportunity for a dedicated individual who enjoys working within a sporting environment and as part of an enthusiastic and professional team.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND SKILLS

- You will have proven knowledge, experience of Safeguarding, and possess a relevant welfare qualification.
- You will be an adaptable team player; able to work as part of a team and work collaboratively within the staff, volunteer teams, and across the Scottish Volleyball community, providing direction and guidance to others in the team when needed and respond effectively to shifting priorities.
- You will have strong planning and organisational skills; able to manage a busy workload effectively to meet set deadlines.
- You will have strong written and oral communication skills; able to draft accurately and concisely with an eye for detail and presentation.
- You will need to demonstrate excellent customer service skills, ability and confidence to communicate with people at all levels, including senior management, affiliated clubs, members and volunteers.
- Possess the ability to engage with stakeholders and effect positive change.
- You will have good working knowledge of using computer packages such as MS Office, Word, and Excel.
- You will have a good understanding of policies and procedures in relation to recruitment and the management of people
- You will be required to have a strong understanding of development programmes and how they operate within sport

As an organisation we are committed to the development of our sport and the provision of a high-quality service to our Board, staff, clubs, officials, coaches, volunteers and members. The successful candidate will share our passion and vision for the delivery of transparent, robust and positive governance in all areas of Scottish Volleyball.

To apply for this role, we require an up-to-date CV, two named references with contact details (we will not use these unless you are successful) and covering letter

detailing why you are suitable for this position and what you would offer to this role if you were successfully appointed.

DETAILED JOB DESCRIPTION: **(add link)**

Please return to hr@scottishvolleyball.org

Closing Date: 1700hrs (GMT) on Friday, 10th of February 2023

Interviews: Week commencing 27th of February 2023, by invitation

Scottish Volleyball is an equal opportunities employer and aims to provide a working environment free from any form of harassment, intimidation, victimisation, or discrimination. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, race or ethnic origin, LGBT+ identity, age, or disability. All appointments are made purely based on merit and ability.

We are committed to building a diverse, inclusive and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification/skill in the job description, we encourage you to apply anyway. You may just be the right candidate for this or other roles.