



## The Wheelchair Football Association Safeguarding and Wellbeing Lead Role Description

<b>Title:</b>	The Wheelchair Football Association (The WFA) Safeguarding and Wellbeing Lead (Trustee)
<b>Salary:</b>	Voluntary (average 8-10 hours per month) Expenses can be paid in line with The WFA policy
<b>Location:</b>	Home based with meetings taking place nationally and online
<b>Responsible to:</b>	The WFA Chair

### Role purpose

- To support The Wheelchair Football Association to be a safe and inclusive environment for all participants and any other potentially vulnerable groups involved within Powerchair Football.
- To promote and champion that all members within The WFA are entitled to a safe, accessible and inclusive environment regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.
- To be an active Board member working in tandem with The WFA Safeguarding and Wellbeing Officer to further develop a culture that prioritises the best interests and wellbeing of children and adults at risk and ensures safeguarding is embedded within all activities of The WFA.

### Key responsibilities

- To ensure The WFA Executive Board maintains and further strengthens governance standards in safeguarding acting in accordance with legislation, statutory guidance, Charity Commission requirements, The Football Association's (FA) safeguarding policies and procedures and associated guidance.
- To ensure The WFA safeguarding and wellbeing responsibilities and accountabilities are embedded in the organisations Strategy and Operational Plan.
- To work with The WFA Safeguarding and Wellbeing Officer to oversee safeguarding processes such as:
  - providing regular, relevant safeguarding training and insight for fellow Trustees, paid staff and volunteers.
  - Ensuring all role profiles have safeguarding commitment and responsibilities embedded in them.
  - Ensuring all volunteers are aware of and comply with The WFA's safeguarding policies and procedures and guidance.



- To ensure The WFA Executive Board is made aware of, monitors and scrutinises information on progress against key areas of work particularly relating to safeguarding standards, wellbeing, culture and compliance.
- To check and challenge that the best interests of children, young people and adults at risk are paramount in all The WFA activities.
- To ensure that the structure, systems, processes and controls are in place to meet safeguarding and wellbeing requirements and best practice across the sport.

### **Key skills and experience required (essential)**

- A person-centred belief system and behaviours.
- Experience of demonstrable and highly effective governance, leading a strategic approach.
- Experience of working in adult safeguarding and a strong understanding of child safeguarding OR experience of working in child safeguarding and strong knowledge of adult safeguarding.
- Knowledge and understanding of grassroots or other voluntary activity.
- Knowledge and understanding of charitable organisation operations in line with Charity Commission guidance.
- Awareness and understanding of The FA's safeguarding policy and procedures and guidance.
- Ability to listen effectively.
- Ability to ask probing questions.
- Communication, facilitation and presentation skills.
- Experience of problem-solving leading to sound decision making.
- Basic IT skills, including Word, Excel and email.

### **Desirable**

- Football club or other sport officiating experience.
- Experience of organisational assessments, audits or inspections.
- Experience of being a member of Committees or Boards.