



## SCOTTISH YOUTH FOOTBALL ASSOCIATION (SYFA)

### VACANCY DETAILS

<b>Job Title:</b>	Child Wellbeing and Protection Officer
<b>Reports to:</b>	Head of Operations
<b>Location:</b>	Scottish Youth Football Association, Hampden Park, Scotland
<b>Contract Type:</b>	Full-time permanent (on completion of 6-month probationary period)
<b>Salary:</b>	£28k - £32k pro rata (dependent on experience)
<b>Date:</b>	Closing date 14 <sup>th</sup> December 2025

### Job Summary

The Scottish Youth Football Association (SYFA) is looking for a driven, enthusiastic and highly organised Child Wellbeing & Protection Officer. This is an exciting opportunity for someone who loves a fast-paced environment, has experience in child wellbeing & protection and wants to make a real difference to youth football in Scotland.

### KEY RESPONSIBILITIES

- To lead and manage the SYFA safeguarding work in line with legislation, SYFA and SFA safeguarding policy, procedures, regulations, standards and guidance
- To lead and manage on Child Wellbeing and Protection cases, including but not limited to protection enquiries, complex cases and administrative tasks promptly and in line with requirements and guidance.
- Manage incoming complaints or concerns (relating to wellbeing and protection) from members, parents and external bodies in a timely and professional manner, adhering to the following process:
  - Record and acknowledge
  - Investigate and obtain necessary information
  - Compile official written reply
  - Provide support in delivering any necessary actions
  - Ensure compliance with Complaints Management Procedure and Child Wellbeing & Protection Policy
- Administer the Protection Panel process, including preparing paperwork, confirming panel members and acting as Compliance Officer for panel hearings.
- To take responsibility for the completion of the Annual SFA Self-Audit, ensuring that action plans are completed timeously
- To provide advice, guidance and support to clubs in their adoption and implementation of policies and procedures in keeping children and young people safe.
- To conduct spot checks to certify clubs and teams are meeting minimum criteria in terms of safe selection procedures.
- To provide administrative support in the appointment of adults into regulated work with children, including PVGs, self-declaration forms and references, this includes participating in panel discussions to review suitability
- To build supportive and effective relationships with member leagues and clubs to support the implementation of good children's wellbeing and protection practice.
- To carry out any other operational and administrative tasks as required from time to time

## **PERSON SPECIFICATION**

### **Knowledge, Skills & Experience**

- Knowledge of current safeguarding legislation, policy and practice relating to children, young people and vulnerable adults at risk.
- Experience of working in a child protection and welfare role.
- Experience in the implementation of policies and procedures.
- Experience to analyse information and make decisions within an appropriate procedural framework.
- Experience of having managed complaints / concerns, including investigations, compiling responses and report writing with evidence and information.
- Awareness and understanding of Children's Wellbeing in Scottish Football policies, procedures and safeguards.
- Excellent communication skills, including accurate, clear written skills and good telephone skills and manner.
- Ability to provide clear advice in sensitive situations
- Proven experience in the application of office systems such as Microsoft Office, in particular Excel, Word and Access and learning and adoption of SFA technology systems
- Ability to maintain records in an ordered and confidential manner.
- Educated to degree level or equivalent experience. Child protection and welfare qualification or recognised child protection and welfare training.

### **Competencies**

1. Demonstrates commitment, patience, and resilience in an environment of change
2. Passionate about equality and children's rights in action
3. Personally responsible for building up own experience & filling knowledge gaps
4. Shows respect, integrity, professionalism and sensitivity in treatment of others
5. Effectively balances competing priorities

### **Additional Requirements**

1. Satisfactory PVG Scheme Membership
2. The ability to travel across Scotland
3. Flexibility to work some evenings and occasional weekends

To apply, please send a CV and cover letter to [syfarecruitment@scottish-football.com](mailto:syfarecruitment@scottish-football.com) by 6pm on 14<sup>th</sup> December 2025.

Applications which do not include a cover letter will not be considered.