



Firhill Youth Project and Community Sports Hub (SCIO)

Management Committee Member Roles

Safety Officer (SO) & Child Wellbeing and Protection Officer (CWPO)

Do you want to be part of a growing and successful charity that is helping to improve wellbeing and access to sporting opportunities for young people aged 9 to 25 in North Glasgow?

Our Charity:

Firhill Youth Project and Community Sports Hub (SCIO) is a charity in North Glasgow supporting young people aged 9 to 25 to reach their potential, both on and off the water. We operate in partnership with Scottish Rowing, Glasgow Sport, Partick Thistle Football Club, and Glasgow Kayak Club. We are based at Firhill Basin, beside the Partick Thistle Football Club stadium, where we provide local young people (and on occasion the wider community) with a number of free, accessible, and sustainable opportunities to become active in their local community through rowing, kayaking, and other sport and educational activities. We understand the necessity for young people to have meaningful opportunities to participate in sport and physical activity, and it is our mission to help break down the barriers that currently hinder their participation.

Since our inception in June 2019, we have supported hundreds of local young people to access, utilize, and enjoy their local waterway, the Forth and Clyde Canal, and surrounding green spaces. We operate and deliver activity for local young people 7 days a week. This includes free hub-based weekly rowing and educational activity provision, and affordable canoeing and kayaking training, delivered by Glasgow Kayak Club Sprint and Marathon Team. Furthermore, we have developed numerous community-based partnerships with local schools, youth groups, charities, and housing associations which has enabled us to extend our reach and provide more local young people with free opportunities to participate.

In July 2022, we secured Scottish Charitable status as a Scottish Charitable Incorporated Organisation (SCIO). As a registered Scottish charity, our purposes are: The advancement of public participation in sport, the advancing of health and wellbeing, and the provision of recreational facilities or recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

The roles:

We are seeking two enthusiastic and committed volunteers, with a passion for positive youth development and sport, to join our Management Committee and serve as either the Hub's **Safety Officer (SO)** or **Child Wellbeing and Protection Officer (CWPO)**. Ideally you will have some experience, knowledge, and passion in the field of youth sport and physical activity, however this is not essential as a full induction will be provided.

The successful candidates will be required to spend approximately 8-10 hours a month in their roles, including regular meetings of the Management Committee, and regular visits to the Basin where activity takes place. The Management Committee is responsible for the operational delivery of the Hub's day-to-day activities and reports to the Board of Trustees.

All members of the Management Committee are provided with access to suitable training opportunities, to help them fulfil and develop in their roles. We are looking to develop a diverse Management Committee with a wide range of skills and experience and welcome applications from people of all genders, sexual orientations, backgrounds, nationalities, religions, and beliefs. Due to the nature of both roles, applicants must be aged 18+.

Although this is a voluntary position, which is unpaid, you would be joining our organisation at an exciting juncture and will be instrumental in helping us work towards a more sustainable future in which more local young people are afforded with safe, accessible, and enjoyable opportunities to become active and stay active in their local community.



Detailed role descriptors for both **Safety Officer (SO)** and **Child Wellbeing and Protection Officer (CWPO)** are provided on the following pages. If you feel you have the relevant skills and experience and would like to join our team, please complete and return our expression of interest form [here](#).

If you have any questions or would like to have an informal discussion on either of these roles, please do not hesitate to contact Cara O'Donnell (Project Coordinator) at - cara.odonnell@scottish-rowing.org.uk

Deadline for applications: Monday 6th February 2023 12:00pm

Informal interviews: Week commencing 20th February 2023 / Date, Time, & Location TBC



Firhill Youth Project and Community Sports Hub (SCIO) Voluntary Safety Officer (SO)

Time Commitment: 8-10 hours per month

Location: Firhill Basin, 80 Firhill Rd, Glasgow G20 7AL / Home-based

Responsible to: Firhill Youth Project and Community Sports Hub (SCIO) Board of Trustees

Job Advert:

Firhill Youth Project and Community Sports Hub (SCIO) is seeking an enthusiastic and committed volunteer, with experience in sport's development and health and safety, to join our Management Committee and serve as the Hub's **Safety Officer (SO)**. In this exciting role, the successful post holder will play an integral part in our team, helping us to foster a safe and inclusive environment for all who wish to be involved in our activities at Firhill Basin, including staff, volunteers, participants, and the wider community.

The post will include working alongside other Management Committee members, the Board of Trustees and project staff and volunteers to ensure the safety of all staff, volunteers, and participants involved in activity delivered by Firhill Youth Project and Community Sports Hub (SCIO).

Skills and Abilities Required:

- Child-focused approach
- Basic administration and computer skills
- Ability to complete risk assessments to a high standard.
- Basic advice and support-provision skills.
- Good communication skills.
- Ability to maintain records.
- Ability to respectfully challenge when needed.
- Ability to promote organisation's policy, procedures and resources.

Desirable Training, Qualifications and Knowledge:

- Be an up-to-date member of the PVG scheme.
- A UKCC Level 2 qualification in watersports (e.g., kayaking or rowing) is desirable.
- Attended or willing to attend the Child Wellbeing and Protection in Sport course.
- Attended or willing to attend relevant Health and Safety training.
- Attended or willing to attend Equality, Diversity, and Inclusion training course.
- Knowledge of relevant water safety guidance policies and codes (e.g., British Rowing, Scottish Rowing, British Canoe Association and Scottish Canoe Association).
- NGB minimum coaching and water safety training standards and pathways.
- Knowledge of advanced risk assessments.
- Local area knowledge, including land and waterways.
- Up to date knowledge on health and safety in the workplace policy and guidance.
- Sport specific knowledge (desirable)
- Safe use and maintenance of rowing and kayaking equipment and associated PPE.

Key duties and responsibilities:

- To ensure compliance by the Club with British Rowing's RowSafe water safety guidance and Scottish Canoe Association water safety guidance.
- To ensure compliance with minimum safety and training standards and requirements for all staff, volunteers, and participants.



- Lead on and facilitate completion and regular reviews of all club Risk Assessments, and where necessary, revise and implement appropriate control measures.
- Educate and train members in risk assessment procedures and safe practice.
- Work alongside Board of Trustees, Management Committee, and all staff and volunteers to develop and maintain Hub Safety Plan, Emergency Response Plan, and Safety Rules.
- Set, implement, and review safety policies for all staff, volunteers, and participants.
- Produce, record, and submit Hub annual safety audit.
- Respond to and distribute up-to-date safety alerts and information.
- Undertake necessary inspections and audits when requested by Board of Trustees and report and feedback on findings.
- Record and report all incidents pertaining to safety, via relevant National Governing Body reporting procedures (Scottish Rowing and Scottish Canoe Association).
- Sit on the organisations Management Committee.
- Attend local and regional safety meetings and events where possible.
- Regularly assess and review all hub incident and near-miss reports to identify any common issues and trends and advise on any opportunities for improvement.
- Work alongside regional safety officers to promote safe practice.
- Serve as a positive role model and uphold Firhill Youth Project Community Sports Hub (SCIO) guiding values and principles.

Although this is a voluntary position, which is unpaid, you would be joining our organisation at an exciting juncture and will be instrumental in helping us work towards a more sustainable future in which more local young people are afforded with safe, accessible, and enjoyable opportunities to become active and stay active in their local community.

If you feel you have the relevant skills and experience and would like to join our team, please respond in writing with a completed expression of interest form [here](#).

If you have any questions or would like to have an informal discussion on this role, please do not hesitate to contact Cara O'Donnell (Project Coordinator) at - cara.odonnell@scottish-rowing.org.uk

Deadline for applications: Monday 6th February 2023 12:00pm

Informal interviews: Week commencing 20th February 2023 / Date, Time, & Location TBC

Firhill Youth Project and Community Sports Hub (SCIO) Voluntary Child Wellbeing and Protection Officer (CWPO)



Time Commitment: 8-10 hours per month

Location: Firhill Basin, 80 Firhill Rd, Glasgow G20 7AL / Home-based

Responsible to: Firhill Youth Project and Community Sports Hub (SCIO) Board of Trustees

Job Advert:

The Child Wellbeing and Protection Officer (CWPO) at Firhill Youth Project and Community Sport Hub (SCIO) will have primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children attending the Charities activities. The post holder will be provided with ongoing support in all aspects of their role from the Lead Child Protection Officer from Scottish Rowing.

Skills and Abilities Required:

- Child-focused approach
- Basic administration and computer skills
- Basic advice and support-provision skills
- Good communication skills
- Ability to maintain records.
- Ability to respectfully challenge, when needed.
- Ability to promote organisation's policy, procedures and resources.

Desirable Training, Qualifications, & Knowledge:

- Be an up-to-date member of the PVG scheme.
- Attended or willing to attend the Child Wellbeing and Protection in Sport course.
- Attended or willing to attend the Child Wellbeing and Protection Officer training course.
- Attended or willing to attend Equality, Diversity, and Inclusion training course.
- Knowledge of roles and responsibilities to safeguard the welfare of children and young people.
- An understanding of the boundaries of the role of CWPO.
- Basic knowledge of the roles and responsibilities of statutory agencies (Children 1st, children's social care, the police, and the NSPCC)
- Knowledge of local arrangements for managing child wellbeing and protection and reporting procedures.
- Knowledge of poor practice and abuse – behaviour that is harmful to children.
- Knowledge of own organisation's policy and procedures relating to child wellbeing and protection and young people.
- Knowledge of the core values and principles underpinning practice.
- Awareness of equality issues and protecting children from abuse.
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people.

Key Duties and Responsibilities:

- Work with others in the organisation to ensure a positive child-centred environment.
- Assist the organisation to fulfil its responsibilities to safeguard children.
- Assist the organisation to implement its safeguarding children plan.
- Act as the first point of contact for staff, volunteers, parents, children, and young people where concerns about children's welfare, poor practice or abuse are identified.
- Lead on PVG applications for all new staff and volunteers.
- Act as the first point of contact with the Scottish Rowing & Scottish Canoe Association Lead Child Wellbeing and Protection Officer.
- Implement the organisation's reporting and recording procedures.



- Maintain contact details for the local children's social care department, the police, and Local Safeguarding Children Board.
- Promote the organisation's best-practice guidance and codes of conduct within the organisation.
- Sit on the organisation's management committee.
- Ensure adherence to the organisation's safeguarding children training.
- Ensure appropriate confidentiality is maintained.
- Promote anti-discriminatory practice.
- Serve as a positive role model and uphold Firhill Youth Project Community Sports Hub (SCIO) guiding values and principles.

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