

Welsh Gymnastics Safeguarding Manager

Candidate Information Pack
July 2025



Overview of Welsh Gymnastics



Welsh Gymnastics is the national governing body for gymnastics in Wales, responsible for leading and supporting the sport across a range of disciplines including Artistic, Rhythmic, Trampoline, Tumbling, Acrobatic, Aerobic, TeamGym, and Gymnastics for All. As the foundation sport, gymnastics develops core physical skills that support lifelong participation in sport and active living.

Our ten-year plan, *Where Sport Begins*, sets out a clear vision to deliver an uplifting, inclusive gymnastics experience for all — one that is safe, enjoyable, and open to everyone. This ambition is driven by three strategic pillars: People, Places, and Practices.

At the heart of everything we do is a firm commitment to safeguarding and wellbeing. We are creating a culture where gymnasts feel safe, supported, and heard — with safeguarding embedded at every level of the sport.

Without compromise, the safeguarding and the wellbeing of our gymnasts will always be our highest priority. Safeguarding is the golden thread that runs through every aspect of our work, and throughout each goal. In safe and inclusive environments, a culture that ensures the voice of everyone in our community is heard, will continue to evolve. We all understand our responsibilities and are accountable for our actions.

The Role

Welsh Gymnastics is committed to ensuring the safety and wellbeing of all our gymnasts, making this our highest priority.

We are seeking a dedicated and experienced Safeguarding and Wellbeing Manager to uphold our values and contribute to the creation of healthy, safe environments for gymnasts across Wales. This role will support the Executive Director of Safeguarding in managing safeguarding cases and driving continual improvements in safeguarding practices across clubs and leisure centres.

This role is crucial to ensuring the safety and wellbeing of all involved in Welsh Gymnastics, offering an opportunity to make a significant impact to the lives of gymnasts across Wales. If you are passionate about safeguarding and have the necessary skills and experience, we encourage you to apply.



Main Areas Of Responsibility

Safeguarding Case Management

- Log, investigate, and support the management of safeguarding concerns: Handling allegations, concerns, and complaints efficiently and effectively.
- Risk assessment: Support the assessment and manage risks and vulnerabilities to ensure gymnasts' safety.
- Conduct investigations: Investigation of low-level safeguarding cases, to include interviews, gathering evidence and liaising with relevant stakeholders.
- Reporting high risk cases to statutory services.
- Monitor outcomes: Oversee the implementation of actions and disciplinary sanctions, maintaining accurate and up-to-date records.

Supporting Safeguarding and Wellbeing

- Work with a team of experienced Gymnastics Development Officers to support clubs, leisure centres and other environments where gymnastics takes place. This will include some travel across Wales.
- Supporting and advising clubs and leisure centres to ensure environments are healthy, happy spaces that promote gymnasts' wellbeing.
- Deliver training sessions for clubs, leisure centres and parents.
- Serve as a key point of contact, offering advice and support on safeguarding matters.
- Occasionally acting as a chaperone to elite gymnasts.
- Managing and supporting club Safeguarding and Wellbeing Officers.
- Delivering training and development programmes for clubs, Safeguarding and Wellbeing Officers and staff.
- Attendance at some event and competition to provide safeguarding and wellbeing support.
- Chaperone management, training and support.
- Oversight of safeguarding systems

General Duties

- Uphold policies: Ensure compliance with Welsh Gymnastics' safeguarding, confidentiality, data protection, health & safety, equality & diversity, and risk management policies.
- Promote standards: Advocate for the rules and standards of conduct within the organisation, reporting any risks, breaches, or misconduct to the Executive Director of Safeguarding.
- Deputising for the Executive Director of Safeguarding.

Role Requirements

- Degree, Diploma or equivalent experience in social work or child protection is essential.
- Proven track record in safeguarding is essential.
- Experience of case management, lead or support role in safeguarding investigations and/or safety planning and risk assessing.
- Demonstrated ability to conduct thorough investigations and interviews.
- Full UK diving license with access to a vehicle.
- Full enhanced DBS (to be conducted by Welsh Gymnastics. Any job offer will be conditional on the outcome of the DBS check and references).
- Strong verbal and written communication skills, to include record keeping of meetings.
- Ability to provide safeguarding advice and guidance to our stakeholders, including gymnastics clubs and coaches.
- Meticulous record-keeping abilities.
- Competent in using Microsoft Office software
- Ability to develop and maintain effective working relationships with colleagues and stakeholders such as coaches and parents.
- Keenness to develop and improve skills



The Package

Salary/Banding: £30,000 plus other benefits, including pension and life assurance.

Annual Leave: 26 days (plus Bank holidays)

Type of Contract: Permanent; Full time

Location: Cardiff, expected travel across Wales

Team: Business Support

Reporting to: Executive Director of Safeguarding

Equality & Diversity

Welsh Gymnastics is an equal opportunities employer. Details of our equality policy can be found on our website.

Welsh Gymnastics wants to meet the aims and commitments set out in its employee equal opportunities policy. This includes not discriminating under the Equality Act 2010 and encouraging equality, diversity and inclusivity within the workforce.

Filling this form is voluntary and can be completed anonymously. The information provided will be kept confidential and will be used for monitoring purposes.

For further information regarding the equal opportunities form, contact Carys Kizito via carys.kizito@welshgymnastics.org and, should you wish to, please return the form with your application (details on next page).

Privacy Policy

For information about how we use and store your data can be found on our website.



How to apply

Applicants are required to submit their CV and cover letter (no more than 2 A4 sides) to explain how their skills and experience align to the person specification of the role to hr@welshgymnastics.org. The applicants' cover letter will be used for shortlisting, and we recommend you support your answers with examples.

The deadline for applications is **12pm on Friday the 1st of August**, with interview expected to take place on the **5th of August 2025**.

