



West Wales Football Association

Affiliated to the Football Association of Wales)

Website: www.wwfa.org.uk

West Wales FA Safeguarding Officer Job Description

The West Wales area association is implementing a new structure to ensure that Safeguarding is embedded into all football within West Wales. Together we are building a culture that ensures a positive football environment is provided to all. We are seeking interest from individuals with a background in safeguarding.

Role Profile: Football Safeguarding Officer

Job Title: Area Safeguarding Officer

Responsible to: FAW Safeguarding Team

Role Purpose

To promote and ensure the safety, welfare, and wellbeing of children, young people, and adults at risk within football. The Safeguarding Officer acts as the first point of contact for all safeguarding concerns, ensures compliance with safeguarding regulations, and works with coaches, staff, volunteers, and external agencies to create a safe and positive football environment.

Area Safeguarding Officer Roles and Responsibilities

- Act as the association's Lead Safeguarding Officer, liaising with member league and club safeguarding officers.
- Promote and disseminate FAW Safeguarding policies and procedures.
- Manage children's welfare within the Association.
- Arrange and attend necessary meetings with member leagues and clubs.
- Assist FAW Safeguarding department with investigations into safeguarding concerns where directed.
- Investigate safeguarding issues and complaints where appropriate.
- Report issues to FAW Safeguarding that cannot be dealt with at an Area level.
- Monitor best practice at club and league level.
- Ensure that the necessary training is provided
- Manage the Area's responsibility to safeguard children & vulnerable persons.
- Build and maintain a proactive safeguarding culture.



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Key Skills & Competencies

- Knowledge of safeguarding legislation, guidance, and football regulations.
- Ability to handle sensitive and confidential information with professionalism.
- Excellent communication and interpersonal skills.
- Ability to build trust and positive relationships with young people, parents, coaches, and external agencies.
- Strong organisational and record-keeping skills.
- Confidence in managing difficult conversations and escalating concerns appropriately.

Experience & Qualifications

- Experience in a safeguarding, child protection, or welfare role.
- Completion (or willingness to complete) The FAW Safeguarding Training.
- Current Enhanced DBS clearance.

Personal Attributes

- Empathetic and approachable
- Commitment to equality, diversity, and inclusion.
- Resilient, with the ability to remain calm under pressure.
- Passionate about creating safe and positive football experiences for all participants.

The WWFA recognises the value in diversity of all kinds within our volunteer roles, to ensure we reflect the communities of Wales while creating an inclusive environment for football. We would welcome interest from anyone with the required skills and especially from underrepresented groups including women and individuals who identify as LGBTQ+, Black, Asian, and Mixed-Heritage backgrounds.

The position will be a part-time, volunteer role that carries an honorarium as decided by the Council of the West Wales Football Association, together with the payment of relevant expenses.

Applicants are to submit an up-to-date CV by email to WWFA Interim General Secretary Tom Walters (tomwalterswwfa@gmail.com) by 5.00pm on Monday 13 October 2025.