



We're Hiring a Safeguarding Manager!

World Athletics is looking for a Safeguarding Manager responsible for developing, implementing, and overseeing policies and procedures that protect athletes and participants from abuse, harassment, and misconduct, ensuring a safe and respectful sporting environment in the world's most participated sport: athletics.

Are you passionate about safeguarding and sport? This role is for you! **This position is based at World Athletics Headquarters in Monaco.**

About World Athletics www.worldathletics.org

World Athletics is the global governing body for the sport of athletics, encompassing track, field, road, trail and cross-country events. We work with 6 continental federations and 214 national member federations, guiding and growing the sport globally.

We organize leading international competitions, including the World Athletics Championships, the World Athletics Series (WAS) events, and the one-day meeting circuits such as the Wanda Diamond League, Continental Tour, World Indoor Tour and Road Race Label events.

Headquartered in Monaco, World Athletics includes 115 staff members from 30 nationalities. Under the presidency of Lord Sebastian Coe, the organization has undergone significant modernization and reform, strengthening the sport at all levels.

Our vision is clear: *"To use the power and accessibility of athletics and our athletes to create a healthier and fitter world."* We strive to grow athletics from playgrounds and parks all the way to the Olympic podium.

Key Responsibilities

The Safeguarding Manager will manage safeguarding queries and concerns, making relevant referrals.

In close collaboration with the Integrity Unit, Member and Area Associations, he/she will support safeguarding efforts through education, prevention, capacity-building, and response.

The Safeguarding Manager will oversee onward referrals to ensure matters are handled to an appropriate standard, and that risk mitigation measures and decisions are consistently and properly implemented, while providing regular updates to those concerned.

He/ She will ensure that every initiative reflects World Athletics' values: integrity, inclusivity, innovation, and the advancement of athletics globally — in a safe environment.

Case Management

- Manage safeguarding queries and concerns: making initial enquiries, risk assessment and appropriate referrals, in alignment with best practice.
- Oversee onward referrals to ensure matters are handled to an appropriate standard, and that risk mitigation measures and decisions are properly implemented.
- Provide guidance on progression of matters.
- Maintain accurate, confidential and up to date record of queries, referrals and statuses.
- Analyze matters in accordance with a variety of rules and regulations.

Liaison & Stakeholder Coordination

- Liaise with potential victims and witnesses using a trauma-informed, culturally sensitive approach.
- Coordinate and liaise with external agencies where required.
- Close collaboration with the Integrity Unit and Member Federations team to promote consistent safeguarding practice across the global athletics community.

Subject-Matter Expertise & Capacity Building

- Assess and identify trends and gaps in knowledge or resources among stakeholder groups.
- Identify trends from case data to inform safeguarding strategy.
- Analyze and review safeguarding policies and procedures, providing guidance for improvement.
- Develop education programmes and other resources to support capacity-building at Member Federation and Area level.
- Monitor compliance with safeguarding policies and procedures and provide guidance on corrective actions.
- Provide support to the Safeguarding Task Force and contribute to broader safeguarding initiatives.
- Stay informed on emerging safeguarding standards, regulatory frameworks, and developments within the global sport sector.

Skills & Experience Required

- 3+ years of experience in safeguarding case management, investigations, or related fields. Experience with investigations and/or regulatory compliance is an asset.
- Bachelor's degree or equivalent professional qualification in a relevant field (e.g., social sciences, criminal justice, psychology, law, sport management).
- Demonstrated knowledge of safeguarding principles through education, training, or professional experience.
- Trauma-informed approach and high emotional intelligence, ability to remain calm, objective, and professional under pressure.
- Strong integrity, discretion, and respect for confidentiality.
- Excellent verbal communication and interpersonal skills, strong analytical abilities, sound judgement, and excellent professional communication skills.
- Fluent in **English and French** (both required). Fluency in Spanish is preferred; additional languages are an asset.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to summarize and explain complex information to diverse audiences.
- Exceptional relationship-building skills and demonstrated ability to work collaboratively.
- Resilience and adaptability in a fast-paced, international environment.
- Service-oriented mindset with a commitment to excellence, collaborative and proactive attitude.
- Strong organizational skills with the ability to manage multiple priorities.
- Demonstrates initiative, curiosity, and a continuous-improvement mindset.
- Genuine interest in—and understanding of—athletics and the sport ecosystem.
- Thrives in a global, multicultural environment.

What We Offer

- ✓ Join a passionate, international team
- ✓ A diverse and inclusive workplace
- ✓ A unique work environment in Monaco (sea + sunshine!)
- ✓ Opportunities for professional development
- ✓ Hybrid work (1 remote day/week)
- ✓ Competitive benefits package (medical, insurance, etc.)

How to Apply

Send the following in **English** to jobs@worldathletics.org before the 31st of March 2026:

- CV and Cover letter
- Current remuneration
- 3 referees (contacted at final stage)
- Any other relevant documents