**Position:** Designated Safeguarding Officer & RESPECT Lead **Position:** Full Time

**Annual Salary:** £24,000 p/a + benefits **Location:** Birmingham County FA, Great Barr, Birmingham, B43 6JF

**Role Description:**

We are looking to recruit a passionate Safeguarding Officer to join the exceptional team at Birmingham County Football Association (BCFA).

The specific role will focus on delivering the FA’s Safeguarding Operating Standard both internally and driving and monitoring compliance within BCFA Leagues and Clubs.

The post holder will lead on BCFA’s own business compliance regarding safeguarding legislation and in line with FA policies and procedures. The new incumbent will also design and deliver innovative RESPECT interventions in order to improve participation behaviour across the game and inform and upskill the volunteer welfare officer workforce within BCFA affiliated Leagues and Clubs.

A dedicated team player, you will encourage cross-business teamwork and external collaboration in order to drive business plan objectives and positively impact on specific FA targets within the annual operation plan.

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| **Job Title:** | **Designated Safeguarding Officer & RESPECT Lead (DSO)** | | | | |
| **Reports To:** | Designated Safeguarding & Referee Lead | | **Salary** | | Circa £24,000 + benefits |
| **1. The Person** | | | | | |
| The candidate will be personable and a good team player, whilst always upholding the BCFA’s vision, values and behaviours and a Football For All ethos. They will be a confident presenter, a good listener, engaging, well organised and able to manage their time which will include working unsocial hours from time to time.  **Key Objectives:**   * Support the delivery of the BCFA Business Plan objectives and achieve our National Game targets across the business in line within the annual Operation Plan. * Support the BCFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations by contributing to the implementation of The FA’s Safeguarding Operating Standard for BCFA against specific National Game targets; * Work in partnership with The Football Association, Clubs, Leagues, statutory agencies and other relevant organisations to manage concerns effectively and efficiently and to capture and disseminate best practice. * Support, promote and manage the delivery of the FA RESPECT programme and achieve specific National Game targets * Liaise and communicate with League and Club Welfare Officers and upskill the volunteer workforce * Ensure BCFA is fully compliant with safeguarding legislation   **“Birmingham County FA is committed to equality of opportunity and welcome applications from all sections of the community”** | | | | | |
| **2. Key Accountabilities** | | | | | |
| * Operationally deliver the safeguarding policy and procedures within the Birmingham County FA (BCFA) boundary, being accountable for specific areas of The FA’s Safeguarding Operating Standard as set out by The FA and against business plan objectives and operational plan targets; * In line with the FA Safeguarding Operating Standard, ensure that BCFA and its staff and volunteers are compliant along with BCFA safeguarding visits, spot checks, audits and any actions are carried as per targets throughout the season to ensure clubs are compliant as per submitted club and league records * To take a dynamic and pro-active approach to safeguarding delivery within the BCFA boundary, raising awareness and providing organisational support and direction to colleagues and the volunteer workforce including training; * Refer to FA Case Management and statutory bodies any safeguarding children and vulnerable adults at risk concerns and take action in accordance with FA safeguarding regulations, policy and procedures and as agreed with The FA Safeguarding Team; * Liaise with colleagues within the BCFA to identify poor practice concerns relating to children and vulnerable adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues and record incidents of poor practice within the BCFA boundary; * Ensure all safeguarding referrals are recorded within The FA’s Case Managements system and securely retained in accordance with FA regulations, policies and data protection legislation; * Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning and club and league support; * Ensure BCFA is fully compliant with safeguarding legislation e.g. ‘Working Together guidance 2018’ ChiIdren’s Act, Sexual offences Act, Protection of Freedoms Act (DBS Checks) and any other legislation or statutory guidance that may be introduced; * Manage an effective designated persons networks; liaising with the Local Authority Designated Officer(s), Local safeguarding Partnerships, Local Safeguarding Adult Boards, Children’s and Adults Social Care Services and Police Child Protection Team(s) regarding referrals and actions. * Develop strong relationships with key stakeholders maintaining strong links with key FA staff and within the County FA network * To address poor behaviour and raise standards in grassroots football, promote safeguarding and the RESPECT programme to create a culture that celebrates and disseminates good practice amongst the volunteer workforce; * Support youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes as well as promoting and driving the RESPECT agenda in order to improve participant behavior and as per RESPECT targets; * Arrange regular communication with existing league and club Welfare Officers and arrange CPD events according to local needs; * Ensure safeguarding risk assessments are carried out and any individual helping with any BCFA events involving children and vulnerable adults are suitably trained and aware of their responsibilities at the events. | | | | | |
| **3. Knowledge & Experience** | | | | | |
| **Essential:-**   * Knowledge of safeguarding children and/or legislation relating to Adults at Risk; * Experience of working as a designated person; * A child-centred approach and the ability to maintain this perspective; * Clarity about what constitutes poor practice and what is abusive behaviour; * Experience of writing reports and compiling case file information * Ability to deal constructively with people’s emotions; * Capacity to handle confidential data/information sensitively; * Ability to recognise and promote best practice; * Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice; * Flexibility on hours and weekend working; * Ability to use Microsoft 365 including Word, Excel, PowerPoint and TEAMS. * Driving license | | | | **Desirable:-**   * Knowledge of safeguarding statutory organisations for both children and adults at risk; * Experience of implementing policies, protocols and guidance; * Knowledge and understanding of the culture and structure of grassroots football (or another sporting body); * Experience of working in diverse communities * Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s. * An understanding of online risks and safeguards * Knowledge of the FA’s Safeguarding Operating Standard * Knowledge of the FA’s RESPECT programme | |
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| **BCFA Values BCFA Behaviours** | | | | | |
| **BCFA Vision**: Improving Lives by Improving Football  **BCFA Values:**   * Valued * Innovative * Positive * Supportive | | | | * Team player * Pro-active and Inquisitive * Honest & Trustworthy * Decisive with a can do attitude * Resilient and Determined * Engaging and supportive * Good listener & communicator * Good Time management and prioritisation * Diplomatic and dealing with confidential information * Empathetic | |
| **Further Information**  As this role could involve direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities such as interviewing children and vulnerable adults, the successful candidate will undergo a thorough screening process, which may include an enhanced DBS check to ensure their suitability for the role.  BCFA Website: [www.BirminghamFA.com](http://www.BirminghamFA.com) FA Website: [www.thefa.com](http://www.thefa.com) | | | | | |
| Completed by Name/Role | | R Watson | | | |
| Date | | 1st December 2019 | | | |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

The responsibilities/accountabilities might differ from those outlined and other duties, as assigned or defined by the FA, might be part of the job.

**Closing Date - Saturday 14th December 2019**

**Interview Date – Tuesday 17th December 2019**

**How to apply**

**To apply for this, please email your CV and covering letter to:** [**Richard.Watson@BirminghamFA.com**](mailto:Richard.Watson@BirminghamFA.com)

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