**Job Description and Person Specification**

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| **Job title** | Football Compliance Officer |
| **Reports to** | Designated Safeguarding Officer |

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| **Job purpose(s)** |
| * 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. * Liaise and communicate with League and Club Welfare Officers to ensure the volunteer workforce is compliant. |

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| **Location** | A combination of Birmingham County FA HQ and remote working locations |  |
| **Working hours** | 35 Hours a week including some evenings and weekends |  |
| **Contract type** | Fixed Term – 6 Months |  |

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| **Responsibilities** |
| * Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network, staff and board members * Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance * Track and ensure ongoing compliance with The FA’s Safeguarding Operating Standard (Safeguarding 365) for County FAs measures, policies and procedures * To advise colleagues and the grassroots volunteer network on the FA’s DBS checking process and how to contact the FA Registered Body * Assist in Non-compliance strategic planning for club, league, and referee support * Support youth league and club welfare officers to be compliant with, FA Safeguarding policy, best practice guidance and education programmes * Support Referee workforce to be compliant with Safeguarding requirements, FA Safeguarding policy and education programmes * To establish, develop and maintain effective working relationships with all work colleagues to ensure a ‘one team’ approach so that overall business plan objectives are supported and met * Manage a diverse workload being able to prioritise work according to risk and timeframes, providing regular updates to the Designated Safeguarding Officer on progress against the work programme and Performance Development Review. |

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| **Person specification** | |
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| **Qualifications** | |
| **Essential**   * GCSEs at Grade C (or equivalent) in English and Maths. | **Desirable**   * A qualification in sports development. |
| **Skills** | |
| **Essential**   * Ability to work independently and as part of a team. * Excellent organisational skills and the ability to prioritise workload effectively. * Excellent problem-solving and decision-making skills. * Ability to communicate effectively and in a manner appropriate to the audience. * Commitment to delivering exceptional standards of customer service. * Excellent IT skills, including the use of Microsoft Office applications. * Attention to detail and an ability to manage accurate recording and reporting of information. | **Desirable** |
| **Knowledge and experience** | |
| **Essential**   * A child-centered approach and the ability to maintain this perspective. * Capacity to handle confidential data/information sensitively * Carry out administrated tasks * Ability to promote best practice and the importance of a safe and fun environment * 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 and understanding of the culture and structure of grassroots football (or another sporting body); * Experience of working in diverse communities * An understanding of online risks and safeguards * Knowledge of the FA’s Safeguarding Operating Standard (Safeguarding 365) * Knowledge of the FA’s RESPECT programme |
| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **Job description reviewed and modified by:** | Sarah Willis – Designated Safeguarding Officer |
| **Date job description reviewed and modified:** | 23/08/2021 |
| **Job description authorisedby:** |  |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.