

**Job Title:** Designated Safeguarding Officer

**Line Manager:** Chief Executive Officer

**Job Areas:**

* Manage the day-to-day aspects of safeguarding work in line with legislation, FA safeguarding policy, procedures and regulations.
* Significantly contribute to the implementation of the Safeguarding Operating Standard.
* Deputise for Senior Safeguarding Lead when required.
* Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.

**Job Purpose:**

* To guarantee that safeguarding is embedded throughout the Kent FA in accordance with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
* To support the delivery of The FA National Game Strategy in partnership with key stakeholders.

**Job Responsibilities**:

* Deliver and support programmes to retain and grow participation.
* Analyse and use data/insight to design customer focused services.
* Deliver a programme of services to clubs and leagues.
* Recruit, retain and develop club and league volunteers.
* Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players.
* Contribute to raising the profile and the perception of the Kent FA in leading and developing grass roots football.
* Identify, manage and develop relationships with key partners to meet the strategic objectives and targets of the Kent FA.
* Support the marketing and communication of programmes to players and volunteers.

**Job Tasks**:

* Operationally lead the implementation and delivery of safeguarding policy and procedures, being accountable for relevant areas of the Safeguarding Operating Standard set by The FA.
* Link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the county, raising awareness and providing organisational support and direction to colleagues.
* Provide the Senior Safeguarding Lead (Chief Executive) and Board Champion for Safeguarding with regular reports on safeguarding activity within the county.
* Refer safeguarding children and adults at risk abuse concerns to FA Case Management and take action in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team.
* Ensure all safeguarding referrals are recorded within The FA’s Case Management system and securely retained in accordance with FA regulations, policies and data protection legislation.
* Oversee all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of poor practice and seeking guidance from the FA Safeguarding Team as required.
* Involvement in all disciplinary matters where under 18s are the alleged victims, perpetrators or witnesses.
* Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning.
* Ensure the Kent FA is compliant with safeguarding legislation e.g. Data Protection, Children’s Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Records Checks), the Governments ‘Working Together guidance 2015’ and any other legislation that may be introduced.
* Develop strong relationships with key stakeholders and strategically manage an effective designated persons network; liaising with the Local Authority Designated Officer, Children’s Social Care, Police Child Protection Team and supporting youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
* Manage a diverse workload being able to prioritise work according to risk and timeframes.
* Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained or updated.

**Job Skills & Abilities**

* 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 (e.g. upset, distress, conflict, animosity);
* Capacity to handle confidential data/information sensitively;
* 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;
* Passionate and committed to the development of football at a local level.
* Able to work under pressure, handle multiple priorities and meet deadlines.
* Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.

Due to the number of applications we receive for these vacancies we are unable to respond to everyone and as such if you have not heard from us by 22nd November 2019 you should consider that you have not been selected for interview.

The Kent FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.