



## Job Description and Person Specification

<b>Job title</b>	Designated Safeguarding Manager
<b>Reports to</b>	CEO
<b>Salary</b>	31k

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA National Game Strategy and London Football Association Strategy 2020-2025 and annual operational plan.</li><li>To operationally manage and lead London FA's safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.</li><li>To operationally manage and lead safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance.</li><li>To operationally lead the implementation and maintenance of The FA's Safeguarding Operating Standard for County FAs and driving safer practice across grassroots football in London.</li><li>To support the adoption of FA technology systems across grassroots football.</li><li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>	
<b>Direct reports</b>	Designated Safeguarding Officer

<b>Location</b>	Hybrid working arrangements (minimum of one day per week at the London FA office - Fulham, West London)
<b>Working hours</b>	35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role.
<b>Contract type</b>	Permanent

<b>Responsibilities</b>
<ul style="list-style-type: none"><li>Operationally lead the implementation and delivery of safeguarding within the London FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.</li><li>Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies, and procedures.</li><li>To play an effective role as part of the London FA management team, taking a dynamic and strategic approach to safeguarding delivery within the London FA, raising awareness and providing organisational support and guidance to colleagues.</li><li>Provide the senior management team with regular reports on safeguarding activity within the London FA.</li><li>Refer to The FA Safeguarding Case Management Team (FA SCMT) child abuse and adults at risk concerns, acting in line with the relevant FA safeguarding policy, regulations, and guidance.</li><li>Ensure all safeguarding concerns are recorded on The FA Electronic Safeguarding Assessment (ELSA) system and ensure all data is securely retained in accordance with FA regulations, policies, and data protection legislation.</li><li>Deal with all low-level concerns and complaints with a focus on timeliness and outcomes and line with FA policy, regulations, and guidance.</li><li>Use FA IT systems to monitor safeguarding compliance across the grassroots' volunteer network to manage risk and assist in strategic planning.</li></ul>

- Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.
- Ensure the London FA is compliant with safeguarding legislation e.g., Data Protection/GDPR 2018, Children's Act, Protection of Freedoms Act (Criminal Record Checks), the Government's 'Working Together guidance 2018' and any other legislation or statutory guidance that may be introduced.
- Identify, develop, and maintain strong relationships with key local safeguarding stakeholders.
- Strategically manage effective Club Welfare Officer networks - liaising with the Local Authority Designated Officers, Local Safeguarding Partnerships, Local Safeguarding Adult Boards, Children's and Adults' Social Care Services, Police Child Protection Teams and support club welfare officers (youth, adults and disability teams) 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, providing regular updates to the Senior Safeguarding Lead on progress against the work programme and Performance Development Review.
- Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained and updated
- Work with colleagues to address poor behaviour and raise standards in grassroots football, promoting fun and safe football environments and creating a culture that lives and celebrates safer working practice across the London FA's activity and grassroots football.
- Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the London FA and to check on the culture and safeguarding practice.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Promote FA safeguarding and welfare officer courses to clubs and volunteers.
- Ensure that any individual helping with any event involving children and adults at risk is suitably DBS-checked, trained, and understand their responsibilities at the event.
- Work with colleagues to embed safeguarding and equality throughout the London FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (England Football Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required to meet the changing priorities.

## Person specification

### Qualifications

#### Essential

- Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role. There is an expectation that the individual will have either a qualification and/or experience from a wider safeguarding role or aligned profession – i.e., a role with safeguarding responsibilities as a teacher, with the police, the probation service, or as a council officer/school/youth work/ worker. Safeguarding responsibilities would include overseeing implementation of safeguarding policies and procedures at a strategic level.

#### Desirable

- Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.

<b>Skills</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• A child-centred approach and the ability to maintain this perspective and apply common sense.</li> <li>• Clarity about what constitutes poor practice and abuse and how to manage cases effectively.</li> <li>• Ability to deal constructively with people's emotions (e.g., upset, distress, conflict, animosity).</li> <li>• Capacity to handle confidential data/information sensitively.</li> <li>• Ability to promote safer practice and the importance of safe and fun football environments.</li> <li>• Outstanding team-working skills.</li> <li>• Exceptional communication, interpersonal and influencing skills.</li> <li>• Effective prioritisation and time-management skills.</li> <li>• Competent in the use of IT, including Microsoft Office applications.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Effective presentation and facilitation skills.</li> <li>• Ability to de-escalate heated and challenging situations.</li> <li>• Experience of interviewing children and or adults in relation to allegations.</li> </ul>
<b>Knowledge and experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.</li> <li>• Working knowledge of and/or experience of working in a designated safeguarding role.</li> <li>• Experience of writing reports and compiling case related evidence and information.</li> <li>• Demonstrate a working knowledge of inclusion, equality and anti-discrimination.</li> <li>• Working knowledge of the roles of statutory agencies in safeguarding children and adults at risk.</li> <li>• Experience of implementing policies, protocols and guidance.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of The FA's Grassroots Football Strategy.</li> <li>• Working knowledge of FA systems such as Whole Game System, Platform for Football, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM).</li> <li>• Knowledge and understanding of diverse faiths, communities, and cultures.</li> <li>• Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette's syndrome.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES

The job holder will be expected to understand and work in accordance with London FA's values and behaviours described below	
London FA value	Behaviours
<b>LEADERSHIP</b>	<p>I get the best out of other people and support and inspire them to maximise their potential:</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Empowerment</li> <li>• Partnership</li> <li>• Achievement</li> </ul>
<b>PROFFESONALISM</b>	<p>We take personal responsibility for bringing our best selves to work:</p> <ul style="list-style-type: none"> <li>• Mindset</li> <li>• Respect</li> <li>• Development</li> <li>• Wellness</li> </ul>
<b>COLLABORATION</b>	<p>We work together to make great things happen for our organisation and our sport:</p> <ul style="list-style-type: none"> <li>• Responsibility</li> <li>• Teamwork</li> <li>• Communication</li> <li>• Inclusion</li> </ul>
<b>INTEGRITY</b>	<p>We apply the principles of honesty, trustworthiness and fairness to everything we do:</p> <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Trust</li> <li>• Transparency</li> <li>• Decision-making</li> </ul>
<b>PERFORMANCE</b>	<p>We deliver high quality work to exacting standards and actively embrace new ways of working:</p> <ul style="list-style-type: none"> <li>• Focus</li> <li>• Initiative</li> <li>• Insight</li> <li>• Innovation</li> </ul>

**Further information:** as this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidates will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.

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

The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.