

# **SAFEGUARDING STRATEGY GROUP RECRUITMENT PACK**



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If you need any additional information or have any questions about this role you can contact **LAUREN MCCORRY** on **INFO@MANCHESTERFA.COM**



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# WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER  
GRASSROOTS  
GAME IN GREATER  
MANCHESTER"**

# ROLE DESCRIPTION

# SAFEGUARDING STRATEGY

# GROUP

## **Commitment:**

Minimum of 4 meetings per football season. The successful applicant can also be invited to work alongside staff roles at their own convenience to better understand the work Manchester FA carry out. Overall time commitment can be adapted to fit the successful applicant's lifestyle/commitments to ensure effective delivery.

## **What we can offer?**

- An exciting opportunity to be part of a forward thinking, progressive business.
- The chance to work with key strategic stakeholders within both the grassroots and the professional game.
- An opportunity to be part of a not-for-profit organisation that delivers excellence in Grassroots football for it's thousands of player, coaches and volunteers.

## **What will you do?**

- To lead and support the work of Manchester FA's Safeguarding Strategy Group to ensure all participants are safeguarded when accessing grassroots football across Greater Manchester.
- To work with Manchester FA Board, staff and fellow SSG members to check and challenge Manchester FA on all safeguarding matters relevant to the current climate within grassroots football in Greater Manchester.
- To support Manchester FA with Safeguarding 365 operating standards

Application Deadline **29 JULY 2022 - 17:00**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact [Lauren.McCorry@ManchesterFA.com](mailto:Lauren.McCorry@ManchesterFA.com) or via phone **0161 225 1966**.



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# APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact [Alex.West@ManchesterFA.com](mailto:Alex.West@ManchesterFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing the underrepresentation of diverse individuals across the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

## KEY DATES

**APPLICATION CLOSING DATE: 29 JULY 2022**

# INDIVIDUAL ROLE PROFILE

## SAFEGUARDING STRATEGY GROUP

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

<b>Role Title</b>	Safeguarding Strategy Group member
<b>Reports To</b>	Board Champion Will Blandemere
<b>Direct Reports</b>	N/A
<b>Role Purpose</b>	<p>-To lead and support the work of Manchester FA's Safeguarding Strategy Group to ensure all participants are safeguarded when accessing grassroots football across Greater Manchester.</p> <p>To work with Manchester FA Board, staff and fellow SSG members to check and challenge Manchester FA on all safeguarding matters relevant to the current climate within grassroots football in Greater Manchester.</p> <p>To support Manchester FA with Safeguarding 365 operating standards</p>
<b>Salary Band</b>	Voluntary (all reasonable expenses will be covered)
<b>Time commitment</b>	<p>Actively contribute to a minimum of 4 Safeguarding Strategy Group meetings throughout the football season.</p> <p>The successful applicant can also be invited to work alongside staff roles at their own convenience to better understand the work Manchester FA carry out. Overall time commitment can be adapted to fit the successful applicant's lifestyle/commitments to ensure effective delivery.</p>
<b>Location</b>	Remote and face-to-face meetings taking place across Greater Manchester with some attendance required at the Manchester FA office

## RESPONSIBILITIES

<b>Representing Manchester FA</b>	Actively deliver Manchester FA's three core values: Passionate, Inspiring, and Professional
<b>Governance</b>	<p>Represent Safeguarding Strategy Group</p> <p>Support Designated Safeguarding Officer with Manchester FA safeguarding strategy</p>
<b>Participation</b>	<p>Act according to Safeguarding 365 to ensure safeguarding is at the heart of what we do.</p> <p>Complete Safeguarding specific training when and where appropriate</p>
<b>Education</b>	<p>Support delivery of education and training to Manchester FA Board, Staff, Clubs, officials, and Volunteers</p> <p>Suggest new opportunities for Safeguarding training and education</p>



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# PERSON SPECIFICATION

## **Essential (Required to fulfil the role)**

Safeguarding experience/training working with young people and adults  
Experience in reviewing Safeguarding policies and procedures  
Good communication skills, both written and verbal  
Availability outside of normal working hours  
Ability to use Microsoft/Mac word processors, email, and virtual meeting software (Teams, Zoom etc...)

## **Desirable (Beneficial, but can be learned in role)**

An understanding of the structure and organisations within football (The FA, Manchester FA, third-party partners)  
Strategic understanding on Safeguarding policies

## **Values**

**PASSIONATE  
INSPIRING  
PROFESSIONAL**

## KEY DATES

**APPLICATION CLOSING DATE: 29 JULY 2022**

# APPLICATION FORM

## SAFEGUARDING STRATEGY

### GROUP

Please return this completed application form and completed equality monitoring form [HERE](#) to [Lauren.Mccorry@ManchesterFA.com](mailto:Lauren.Mccorry@ManchesterFA.com) before 29 July 2022.

Applications can also be made by post. Postal applications are to be addressed; Strictly Private and Confidential, FA0 Lauren McCorry, Manchester FA, National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF. Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974?  
(You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



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# EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

# EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

# INTERESTS, HOBBIES & LIVED EXRIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

# MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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# HOW I MEET THE REQUIREMENTS SAFEGUARDING STRATEGY GROUP

Please ensure you have read and fully understand the recruitment pack for this role. Please contact [Alex.West@ManchesterFA.com](mailto:Alex.West@ManchesterFA.com) who can arrange for reasonable adjustments to be made for your application.

## **Please explain why you would like to be involved as a Safeguarding Strategy Group Member**

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

## **Please explain what you believe you could bring to the role?**

## **How do I meet the values of Manchester FA?**

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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# ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

If you were successfully appointed to the role what annual salary would be looking to obtain?

## REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

### Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

SIGNATURE

DATE

The final date for consideration of applications is 29 July 2022

Either email: [Lauren.McCorry@ManchesterFA.com](mailto:Lauren.McCorry@ManchesterFA.com)

Or post and address as follows:

Strictly Private & Confidential

CEO, Colin Bridgford, Manchester FA

National Squash Centre

Gate 13 Rowsley Street

Etihad Campus

M11 3FF



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