**Middlesex Football Association**

**Recruitment Pack: Designated Safeguarding Officer**

Dear Applicant

**Re: Designated Safeguarding Officer**

Thank you for your request for an application pack for the above vacancy and have pleasure in enclosing the application form and job description.

We would welcome your application if the job appeals to you and you feel that you can demonstrate that you meet the criteria.

If you wish to apply, please ensure that your completed application form is submitted to me by 12.00pm Friday 23rd March 2018 in an envelope addressed for my personal attention and marked ‘Private and Confidential’ or by email to [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com).

It is not mandatory to complete the monitoring form and non-completion will not affect your application. However, if you do wish to complete the form, please return it with your application in a blank envelope to ensure anonymity.

We pride ourselves on providing a membership focused service and the successful post holder will need to demonstrate empathy to that approach.

The post is offered on a permanent contract initially based in our offices in Harrow and then in our new state of the art facility at Rectory Park, Northolt from April 2018 approximately.

Please note that you will be informed by Friday 23rd March if you have been short listed for interview. Only candidates invited to interview will be contacted, unsuccessful candidates will not be contacted. The interview date is Thursday 5th April.

I look forward to receiving your completed job application form.

Yours sincerely

Leigh O’Connor

Chief Executive

**Application form: Designated Safeguarding Officer**

To be returned to:

Leigh O’Connor, Chief Executive, MCFA, 39 Roxborough Road, Harrow, Middlesex HA1 1NS marked ‘Private and Confidential’ or by email [leigh.oconnor@middlesexfa.com](mailto:leigh.oconnor@middlesexfa.com)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Contact Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Do you consider yourself to have a disability? Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |  |
| Do you need a work permit to work in the UK? |  |
| If appointed, what period of notice are you required to give your current employers? |  |
| Please give the names and address of two referees who can be contacted (only in the event of your being offered the position). Please state in what capacity they are known to you (i.e. Personal or employer, etc) | |
| Reference One | |
| Reference Two | |
| Do you hold a current Football Association issued Criminal Records Bureau certificate? YES / NO | |

Please return this form together with your CV and a covering letter why you are applying for this position by 12.00pm Friday 23rd March 2018

*I certify that the above are correct details and that any offer of employment would be subject to satisfactory references. I also consent to the MCFA making verification checks as appropriate.*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To assist us in monitoring that the wider community is being made aware of our vacancies, you are invited to complete the following form. It is not mandatory and non-completion will **not** affect your application. Please detach and return in an unmarked envelope with your application form.

**Ethnic background.** Please choose one category from A to E and then please mark X in the appropriate box to indicate your ethnic background

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A White** |  | **B Mixed** |  | **C Asian or Asian British** |  |
| English |  | White & black Caribbean |  | Indian |  |
| Irish |  | White & black African |  | Pakistani |  |
| Scottish |  | White & Asian |  | Bangladeshi |  |
| Welsh |  | Other |  | Other |  |
| Other |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **D Black or Black British** |  | **E Chinese or Other Ethnic group** |  |
| Caribbean |  | Chinese |  |
| African |  | Other |  |
|  |  |
| Other |  |

Do not wish to disclose Yes No

**Disability**

Do you consider yourself to be a disabled person? Yes No

If you have indicated yes please mark X in all the boxes that apply to you:

|  |  |  |  |
| --- | --- | --- | --- |
| Hearing impairment |  | Physical impairment |  |
| Learning difficulty / disability |  | Visual impairment |  |
| Mental health issues |  | Do not wish to disclose Yes No | |

**Religion**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No active faith |  | |
| Catholic |  |  |  | |
| Jewish |  | Any other religion (please write in) |  | |
| Do not wish to disclose Yes No | |
|  | |

**Sexual orientation**

|  |  |  |  |
| --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  |
| Gay |  | Bisexual |  |
| Do not wish to disclose |  | Other (please write in your preferred description) |  |

** Middlesex Football Association**

**Job Description: Designated Safeguarding Officer**

|  |  |
| --- | --- |
| **Role** | Designated Safeguarding Officer |
| **Contract Type** | Permanent |
| **Hours per week** | 25 hours per week |
| **Salary** | £26,500 pro rata |
| **Location** | Middlesex FA Offices |
| **Reports to** | Head of Football Services |

**Role purpose:**

* Manage the CFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations.
* Significantly contribute to the implementation of the Safeguarding Operating Standard for CFAs.
* Work in partnership with the FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.

**Work programme:**

* **Operations**
  + To contribute to an effective business culture across the Company.
  + Work alongside other functional units of the business to provide an efficient, transparent and consistent level of service to customers.
  + Ensure customer enquiries are handled promptly and professionally in line with the Company values, policies and procedures.
  + Be an advocate of the brand, by compliance with policies, procedures and brand standards.
  + Foster a culture of execution and passion for customer excellence.
* **Safeguarding**
  + Operationally lead the implementations and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of the Safeguarding Operating Standard as set out by The FA.
  + To link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues.
  + To provide the Senior leadership team/Board with regular reports on safeguarding activity within the County FA.
  + Refer to FA Case Management Safeguarding children and adults at risk abuse concerns and take action (s) in accordance with FA regulations, policy and procedures, and as agreed with The FA Safeguarding Team.
  + Assist with all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processed; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA’s Recording Systems and seeking guidance from the FA Safeguarding Team as required.
  + Ensure the County FA is compliant with safeguarding legislation e.g. Data Protection (and GDPR when introduced in May 2018), Children’s Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Records Checks), the Governments ‘Working Together guidance 2015’ and any other legislation or statutory guidance that may be introduced.
  + Develop strong relationships with key stakeholders.
  + Strategically manage an effective designated persons network; liaising with the Local Authority Designated Officer (s), Children’s Social Care, Police Child Protection Team (s) 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 and updated.
  + Arrange and deliver CPD events for existing leagues and clubs to ensure that sufficient workshop opportunities are available for new volunteers.
  + Ensure that any individuals helping with any CFA event (s) involving children is suitably trained and is aware of their responsibilities at the event (s).
  + To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA.
* **General**
  + Acts in accordance with legislation, statutory guidance and Affiliated Football’s Policy and Procedures and any associated guidance.

**Experience:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Knowledge of safeguarding children and/or vulnerable group’s legislation. | Knowledge of safeguarding statutory organisations. |
| Experience of working as a designated person. | Experience of implementing policies, protocols and guidance. |
| A child centred approach and the ability to maintain this perspective. | Knowledge and understanding of the culture and structure of football (or another sporting body). |
| Clarity about what constitutes poor practice and what is abusive behaviour. | Knowledge of The FA’s National Game Strategy and the FA’s Strategic Plan. |
| Experience of writing reports and compiling case file information. | Driving licence. |
| Ability to deal constructively with people’s emotions (e.g. upset, distress, conflict, animosity). | Working knowledge of FA systems such as; Whole Game System and CRM. |
| Capacity to handle confidential data/information sensitively. | Knowledge of different faith and culture requirements on children. |
| Ability to promote best practice and the importance of a safe and fun environment. | Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourettes. |
| Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice. |  |
| Flexibility on hours. |  |
| Ability to use Microsoft Office including Word, Excel and PowerPoint. |  |

**Behaviours:**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Problem solving  Team work  Communicating  Customer Excellence  Developing self and others  Conflict management  Leadership  Adaptable / Flexible | **Committed** to offering football opportunities for all, embodying our mission and delivering our vision.  Adopting **creative** solutions to ensure we stay ahead of the game and meet the needs of our football community.  **Collaborate** with local and national partners to offer benefits to our football community.  **Connected** to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do. |

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.  The responsibilities, skills, experience and behaviours might differ from those outlined and other duties, as assigned, might be part of the job.