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| **Nottinghamshire Football Association – Designated Safeguarding Officer – Role Profile** |

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| **Job title:** | **Designated Safeguarding Officer (DSO)** |
| **Reports to:** | **Chief Executive Officer** | **Jobs reporting into the job holder:** | **None** |

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| 1. Job purpose |
| * Manage and drive the CFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations.
* Ensure that the CFA effectively implement and maintain the FA’s Operating Standard within Football.
* Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.
* Support the direction of the Football Development Admin’s work programme in respect of safeguarding.
* Fully engage, contribute and influence the direction of the organisation as a member of the Senior Management Team.
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| 2. Principal accountabilities/responsibilities |
| * Operationally lead the implementation 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.
* Take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues via inclusion with the Senior Management Team.
* Liaise on a regular basis with the Board Safeguarding Champion to produce strategic monthly safeguarding reports to be distributed and presented to the Board of Directors.
* Utilise FA IT systems to monitor and maintain reports including the manipulation of data and production of analytics/ graphs to help identify trends.
* Refer to FA Case Management Safeguarding children and adults at risk abuse concerns and take action(s) 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 Managements system and securely retained in accordance with FA regulations, policies and data protection legislation.
* Deal with 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 within the CFA’s Recording Systems and seeking guidance from the FA Safeguarding Team as required.
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| * Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning.
* Ensure the County FA is compliant with safeguarding legislation e.g. Data Protection and GDPR, Children’s Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments ‘Working Together guidance 2018’ and any other legislation or statutory guidance that may be introduced.
* Develop strong relationships with key stakeholders.
* Work across the business and support all staff within safeguarding to include monthly staff updates, weekly discipline meetings and affiliation/ referee registration compliance.
* 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.
* To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA.
* Oversee, plan and drive the CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA.
* Responsibility for the strategic planning and implementation of the safeguarding education courses, including budgetary control.
* Arrange and deliver CPD events for existing leagues and clubs to ensure that sufficient workshop opportunities are available for new volunteers, to include where appropriate external partners.
* Identify and promote external CPD opportunities for all CFA staff and volunteers.
* Ensure that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s).
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| 3. Knowledge/experience/technical skills/behaviours |
| **Essential*** Knowledge of safeguarding children and/or vulnerable group’s legislation.
* 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.
* Flexibility on hours and weekend working.
* Ability to use Microsoft Office including Word, Excel and PowerPoint.
* Driving licence.
 | **Desirable*** Knowledge of safeguarding statutory organisations.
* Experience of implementing policies, protocols and guidance.
* Knowledge and understanding of the culture and structure of football (or another sporting body).
* Knowledge of The FA’s National Game Strategy and the FA’s Strategic Plan/
* Recognised qualification in Business Administration or equivalent.
* Working knowledge of FA systems such as; Whole Game System and CRM.
* Knowledge of different faith and culture requirements in respect of children.
* Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourettes.
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| 4. Behaviours – as defined in County Football Association Competency Model |
| * **P**rogressive
* **R**espectful
* **I**nclusive
* **D**etermined
* **E**xcellent
 | * **T**eamwork
* **I**nspiration
* **I**ntegrity
* **R**eliability
* **E**mpathy
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| **Further Information**Will the job-holder be in regulated activity with children and young people under the age of 18 within the context of this job or any subsequent related activities or responsibilities?**YES** /NOWhere the answer to the above question is **YES** the following wording will be included in any advertisement*“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 candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.”* |

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| **Completed by Name/Role:** | Elaine Oram (Chief Executive Officer) |
| **Signature:** |  |
| **Date:** | 10/04/2019 |

Amended April 2019