



# **RECRUITMENT PACK**

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**DESIGNATED SAFEGUARDING &  
BEHAVIOUR IMPROVEMENT OFFICER**

# OUR VALUES



## INTEGRITY

We strive to be professional in all we do, are fair, honest, reliable and accountable.



## PASSIONATE

We are committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.



## RESPECTFUL

We will work collaboratively, with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.



## COMMUNITY AND CUSTOMER FOCUSED

We are committed to developing our services based on the needs of our communities and individual customers.



## CONTINUOUS IMPROVEMENT

We are innovative and creative in seeking to deliver high quality service, reviewing our work to improve exciting and explore new ways of delivering football.



**For All**

## Job Description and Person Specification

### EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way.

<b>Job title</b>	Designated Safeguarding & Behaviour Improvement Officer
<b>Reports to</b>	Head of Football Development / Deputy CEO

#### Job purpose(s)

- To support delivery of The FA's Strategy 24-28 and Bedfordshire Football Association Business Strategy.
- To manage the Bedfordshire Football Association safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To manage safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance.
- To significantly contribute to implementing and maintaining The FA's Safeguarding Operating Standard for County FAs and driving safer practice in grassroots football.
- Lead on the implementation of The FA's Behaviour Improvement Programme by ensuring that we are tackling poor behaviour & raising standards in grassroots football across Bedfordshire.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

<b>Direct reports</b>	N/A
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<b>Location</b>	Bedfordshire Football Association Head Office – Skimpot Road, Dunstable
<b>Working hours</b>	35 Hours (Monday – Friday 9am to 5pm - with a 1 hour break). Office based with staff members given the option of working from home on a Tuesday. Weekend and evening work will be required to meet the needs of the business. The company operates a time in lieu policy.
<b>Salary</b>	£26,000 including company laptop and mobile phone (+4% salary pension contribution paid into a personal pension)
<b>Contract type</b>	Full-Time (until 30 <sup>th</sup> June 2028) subject to continued funding in line with our current business strategy.
<b>Holiday Entitlement</b>	22 Days + Bank Holidays (Increases up to 25 Days with long service)

#### Responsibilities

- Operationally lead the implementation and delivery of safeguarding within Bedfordshire Football Association, being accountable for relevant areas of The FA's Safeguarding 365 operating standard for County FAs.
- Track and ensure ongoing compliance with The FA's Safeguarding 365 operating standard for County FAs measures, policies and procedures.
- Support the Senior Management Team and take a dynamic and strategic approach to safeguarding delivery within the Bedfordshire Football Association, raising awareness and providing organisational support and direction to colleagues.
- Work with the Chief Executive Officer to provide the Board with regular reports on safeguarding activity within the Bedfordshire Football Association



- Work with The FA Safeguarding Case Management Team (FA SCMT) to refer child abuse and adults at risk concerns to The FA, acting in line with the relevant FA safeguarding policy, regulations and guidance.
- Record all safeguarding concerns on The FA CLUE system and ensure all data is securely retained in accordance with FA regulations, policies and data protection legislation.
- Manage all safeguarding poor practice concerns and complaints referred to the Bedfordshire Football Association, with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.
- Update The FA's Behaviour Improvement Programme smartsheet and monitor patterns of poor behaviour to identify teams that require additional interventions.
- 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 Bedfordshire Football Association and to check on the culture and safeguarding practice.
- Support the Football Services team to implement and deliver initiatives from The FA where appropriate.
- Provide training, support and guidance to clubs and leagues on how to manage safeguarding complaints and concerns effectively, with a focus on timeliness and outcomes in line with FA policy, regulations and guidance.
- Working in conjunction with The FA's National Safeguarding Team Shared Service & FA IT systems to monitor safeguarding compliance across the grassroots network to manage risk and assist in strategic planning.
- Utilise insight and data to inform all compliance activity and take appropriate action to address non-compliance.
- Ensure the Bedfordshire Football Association 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 by liaising with the Local Authority Designated Officers, Local Safeguarding Partnerships, Local Safeguarding Adult Boards, Children's and Adults' Social Care Services and Police Child Protection Teams.
- Strategically manage the Club Welfare Officer network by supporting them to be compliant with safeguarding legislation, FA safeguarding policy, best-practice guidance and education programmes.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Manage a diverse workload and prioritise work according to risk and timeframes, providing regular updates to the line manager on progress against the work programme and Performance Development Review.
- Maintain strong links with key FA staff and attend national & regional FA safeguarding events, alongside bi-weekly online catch-up sessions and CPD courses so that knowledge and skills are current and up to date.
- Work with colleagues to promote fun and safe football environments, creating a culture that lives and celebrates safer working practice across Bedfordshire Football Association's activities and grassroots football.
- Work with Football Development colleagues to help support the club & league accreditation process.
- Work with colleagues to embed safeguarding and equality throughout grassroots football in Bedfordshire by supporting leagues and clubs with England Football Accreditation.
- Ensure that any individual helping with any Bedfordshire Football Association event involving children and adults at risk is suitably DBS-checked, trained and understand their responsibilities at the event.
- Act as League Welfare Officer for the Bedfordshire FA Girls Football League and as a Welfare Officer to the Bedfordshire FA Girls Emerging Talent Centre & Girls Development Centre.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems.
- Execute tasks as required in order to meet the Bedfordshire Football Association's changing priorities.
- To support the Football Education Programmes.



Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role. There is an expectation that the individual will have experience from a wider safeguarding or welfare role or aligned profession – i.e., a role with some safeguarding responsibilities as a teacher, with the police, the probation service, or as a council officer/school/youth work/ worker or as an individual overseeing the implementation of safeguarding or welfare policies and procedures at a strategic level.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>Completion of recognised Designated Safeguarding Officer training at Level 2 &amp; 3.</li> </ul>
Skills	
<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>



## Knowledge and experience

### Essential

- Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.
- Experience of working in a designated safeguarding role.
- Experience of writing reports and compiling case related evidence and information.
- Demonstrate a working knowledge of inclusion, equality and anti-discrimination.
- Working knowledge of the roles of statutory agencies in safeguarding children and adults at risk.
- Experience of implementing policies, protocols, and guidance.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Working knowledge of FA systems such as Whole Game System, PFF Portals, CLUE and Customer Relationship Management (CRM).
- Knowledge and understanding of diverse faiths, communities and cultures.
- Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette's syndrome.
- Knowledge and understanding of working with volunteers.

**Enhanced DBS Check required?**

Yes

**Full UK driving licence?**

Yes

## The job holder will be expected to understand and work in accordance with the below values/behaviours:

Bedfordshire FA Values	Behaviours
INTEGRITY	Strive to be professional in all we do, are fair, honest, reliable, and accountable.
PASSION	Committed, hard-working and enthusiastic in delivering football opportunities, for all the enjoyment and benefits it brings to the participants.
RESPECTFUL	Work collaboratively with empathy and humility, driving equality and diversity to develop football for all and ensure all those who wish to be involved are supported and encouraged.
COMMUNITY AND CUSTOMER FOCUSED	Committed to developing our service based on the needs of our communities and individual customers.
CONTINUOUS IMPROVEMENT	Innovative and creative in seeking to deliver a high-quality service, reviewing our work to improve and explore new ways of delivering football.

**Job description authorised by:**

Alan Young, Chief Executive Officer

**Date signed:**

19/8/2025



# HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the role responsibilities and person specification, by either email or post to:

- James Petty, Deputy CEO, Bedfordshire FA via: [Recruitment@BedfordshireFA.com](mailto:Recruitment@BedfordshireFA.com)
- Postal applications are to be addressed, Strictly Private and Confidential, for the attention of: James Petty, Deputy CEO, Bedfordshire FA, Century House, Skimpot Road, Dunstable, LU5 4JU

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is midday on **Friday, 5th September 2025 12:00PM**.

The **first round of interviews** will be held online the week commencing **Monday 8th September 2025**.

A **second round of interviews** will be held in person the week commencing **Monday 15th September 2025**.

2 references will be required before the appointment of the role.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful.

If you have any questions about the role, please contact [Recruitment@BedfordshireFA.com](mailto:Recruitment@BedfordshireFA.com)

## SAFEGUARDING

We are 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 the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.