

Berks & Bucks FA - County Safeguarding Officer – Role Profile

21 hours per week – Wednesday's, Thursday's, Friday's

£24,000-£26,000 PA (PRO-RATA)

Initial Contract End – June 30th 2021



Job title:	County FA Designated Safeguarding Officer (DSO)		
Reports to:	Football Services Manager	Jobs reporting into the job holder:	None

1. Job purpose

- Manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;
- Significantly contribute to the implementation of The FA's Safeguarding Operating Standard for CFAs;
- Act in the best interest of children, young people and vulnerable adults and be guided by the principle that their welfare is paramount in all decisions and actions taken
- Support the delivery of the Berks & Bucks FA Operational Plan in line with the FA strategy.
- Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.

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 FA's Safeguarding Operating Standard as set out by The FA;
- 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 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 all 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;

2. Principal accountabilities/responsibilities (continued)

- 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/GDPR 2018,, 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;
- Strategically manage effective designated persons networks ; liaising with the Local Authority Designated Officer(s), Local safeguarding Partnerships, Local Safeguarding Adult Boards, Children's and Adults Social Care Services, 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 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;
- Co-ordinate 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;
- Arrange and deliver CPD events for existing leagues and club Welfare Officers;
- Lead & deliver against actions within the Berks & Bucks FA Operational Plan – RESPECT, YOUNG PEOPLE IN OPEN AGE FOOTBALL & FOOTBALL MONITORS PROGRAMME.
- 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).

3. Knowledge/experience/technical skills/behaviours

Essential

- Knowledge of safeguarding children and/or legislation relating to Adults at Risk;
- Excellent Customer Service Skills
- Ability to use data and insight to inform decisions
- Ability to demonstrate individual initiative and work effectively as part of a team.
- Evidence of an interest and passion for developing grassroots football and improving behaviour across the game.
- Experience of working as a designated person;
- Evidence of working pro-actively in the implementation of action plans
- 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;
- A UK Driving Licence.
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice;
- Flexibility on hours and weekend working;
- Experience and ability to work with IT systems including Microsoft Office

Desirable

- Knowledge of safeguarding statutory organisations for both children and adults at risk;
- 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 on children;
- Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette's.

4. Behaviours & Values:

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| <ul style="list-style-type: none">- Progressive;- Respectful;- Inclusive;- Determined;- Excellent. | <ul style="list-style-type: none">- Teamwork;- Inspiration;- Integrity;- Reliability;- Empathy. |
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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

Where 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.”

To Apply, please submit your CV and covering letter explaining how you meet the job description/Person Specification for the role to Alastair Kay, Football Services Manager (marking it Private and Confidential) by email: Alastair.Kay@Berks-BucksFA.com no later than 9am on Monday 9th March 2020.

Interviews are Scheduled for: Tuesday 24th March 2020



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