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| **Job Title:** | Safeguarding & Respect Officer | | | **Salary:** | Up to £25,000 + benefits (depending on experience) | |
| **Reports To:** | Safeguarding Manager | | | **Roles reporting to the Post Holder:** | None | |
| **1. Job Purpose** | | | | | | |
| * Support and monitor compliance against the FA’s Safeguarding Operating Standard * To support delivery of The FA Grassroots Football Strategy via the annual County FA Operational Plan and KPI’s and the BCFA Business Plan objectives * Support and promote BCFA’s safeguarding work internally and externally in line with current legislation and FA Safeguarding Policy, Procedures and Regulations * Lead, promote and devise positive interventions for the delivery of the FA RESPECT programme and achieve specific National Game targets * Regularly liaise and communicate with League and Club Welfare Officers to ensure the volunteer workforce is compliant, effective and knowledgeable * Deputise for Safeguarding Manager when and where required | | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | | |
| * Work with colleagues to address poor behaviour and raise standards in grassroots football, promoting safe, fun and enjoyable football environments and creating a culture that creates and celebrates safer working practices across Birmingham County FA’s activity and grassroots football within its football boundary * To advise and signpost colleagues and the grassroots volunteer workforce to information on Safeguarding policy and procedures, legislation and best practice * Effectively deal with and collate all low-level concerns and complaints relating to children and vulnerable adults at risk with a focus on timeliness and outcomes in accordance with FA regulations, safeguarding policies, procedures, and disciplinary processes * Refer to FA Case Management and statutory bodies any safeguarding children and vulnerable adults at risk concerns and take action 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 (ELSA) and securely retained in accordance with FA regulations, policies and data protection legislation * Manage a diverse workload being able to prioritise work according to risk and timeframes, providing regular updates to the Safeguarding Manager on progress against work programmes and activity and Performance Development Reviews * Utilize FA IT systems to monitor safeguarding compliance, insight and data to inform all compliance activity and take appropriate action to address non-compliance across the grassroots volunteer network, staff and board members * Track and ensure ongoing compliance with The FA’s Safeguarding Standard (Safeguarding 365) for County FAs measures, policies and procedures * Support and upskill league and club welfare officers to be compliant with, FA Safeguarding policy, best practice guidance and education programmes * Promote and drive the Respect agenda in order to improve participant on and off field behaviour and as per RESPECT targets * Work collaboratively with the Safeguarding Manager and Referee Development Officer and Discipline Operations to highlight trends and promote positive behaviour in youth football, addressing and improving aggressive on-field and side-line behaviour and support BCFA referee mentor programme * To support specific safeguarding aspects relating to football development and football governance and our equality, diversity and inclusion programmes * Liaise with the Safeguarding Manager to consult with under 18 players, referees, coaches, volunteers and vulnerable adults from within the game on their experience and understanding of RESPECT whilst devising and delivering positive interventions from feedback * Support and deliver specific messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing whilst informing adult clubs of legislation, risks and best practice * To establish, develop and maintain effective working relationships with all work colleagues to ensure a ‘one team’ approach so that overall business plan objectives are supported and met * Assist in BCFA Youth Engagement and Aspiring Club Co-ordinator initiatives and make full use of young people and adults at risk feedback to enhance the experience, fun and safety within BCFA initiatives and activity * Work flexibly across the County FA to support all business functions, especially Discipline, Refereeing, Affiliation, Competitions and Workforce Education making sure risk assessments are completed and reviewed and business compliance * Review and regularly update the BCFA web site, especially safeguarding and youth engagement sections | | | | | | |
| **3. Knowledge & Experience** | | | | | | |
| **Essential:-**   * A working knowledge of safeguarding legislation and best practice * A child-centered approach and the ability to maintain this perspective * Clarity about what constitutes poor practice and what is abusive behaviour * Knowledge of safeguarding statutory organisations for both children and adults at risk * Capacity to handle confidential data/information sensitively * Carry out detailed administrative tasks * Ability to communicate and promote best practice using various means * Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice * Flexibility on hours and weekend working * Ability to use Microsoft 365 including Word, Excel, PowerPoint and TEAMS * Driving license | | | **Desirable:-**   * Knowledge and understanding of the culture and structure of grassroots football (or another sporting body) especially youth football/sport; * Experience of working in diverse communities * Knowledge of the FA’s Safeguarding Operating Standard (Safeguarding 365) * Knowledge of the FA’s RESPECT programme * Qualified Referee * Qualified Coach * Sport Volunteer | | | |
| **BCFA Purpose & Values BCFA Behaviours** | | | | | | |
| **BCFA Purpose**: Improving Lives by Improving Football  **BCFA Values:**   * Supportive * Innovative * Inclusive * Positive | | | * Team player * Pro-active and Inquisitive * Honest & Trustworthy * Decisive with a can-do attitude * Resilient and Determined * Engaging and supportive * Good listener & communicator * Good Time management and prioritisation * Diplomatic and dealing with confidential information * Empathetic | | | |
| **BCFA Vision** | | | | | | |
| **To be a dynamic, progressive, community focussed organisation that delivers safe, fun and inclusive football for all whilst caring for our people and our planet** | | | | | | |
| **BCFA in numbers** | | | | | | |
| **Formed in 1875**  **1,100 Clubs**  **5,200 teams**  **78,000 players**  **48,000 fixtures each season**  **1,300 Referees**  **50 sanctioned leagues**  **14 County Cup Finals**  **25,000 volunteers**  **24 Employees**  [**www.birminghamfa.com**](http://www.birminghamfa.com) | | | | | | |
| This role profile is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.  **Equality Statement:**  Birmingham County FA are committed to equality and diversity and welcome applications from all sections of the community. The selection process will include a blind shortlisting process aimed at removing unconscious bias in line with our recruitment and selection policy. As part of the application process, there will be an ED&I form to complete which is not mandatory. Pease contact us or refer to our website for a copy of our equality and diversity policy.  www.BirminghamFA.com/Equality    The role will be subject to BCFA’s safer recruitment policy which includes a stringent due diligence process in background checks.    **How to Apply**  Please submit a copy of your CV along with a covering letter detailing why you are a good fit for this role, to:  The Safeguarding Manager: [sarah.willis@birminghamfa.com](mailto:sarah.willis@birminghamfa.com)  **The closing date for applications is Monday 5th June 2023 at 12.30pm with interviews scheduled for the Friday 16th June 2023 at Birmingham FA Headquarters, Ray Hall Lane, Great Barr, Birmingham, B43 6JF** | | | | | | |
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| **Further Information**  As this role could involve direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities such as interviewing children and vulnerable adults, the job holder will undergo a thorough screening process, which will include an enhanced DBS check to ensure their suitability for the role.  For a confidential and informal discussion about the role then, in the first instance, please email: [sarah.willis@birminghamfa.com](mailto:sarah.willis@birminghamfa.com) to arrange a convenient time to call. | | | | | | |
| **Signed – post holder:** |  | | | **Date:** |  | |
| **Print Name:** |  | | | **Line Manager:** |  | |
| **Role Profile & benefits approved by:** | **Kevin Shoemake, CEO** | | | **Date:** | 23rd May 2023 | |