



Job Title:	Designated Safeguarding Officer	Reports To:	CEO
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Job Purpose:
<ul style="list-style-type: none"> ● To support delivery of The FA Grassroots Football Strategy and CFA Business Strategy ● To manage the CFA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance. ● To manage safeguarding and child and adults at risk 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 365 Standard for County FAs and driving safer practice and culture in grassroots football

Principal Accountabilities/Responsibilities:
<p>Contribute to the CFAs delivery of an effective safeguarding plan, including the requirements of FA Safeguarding 365 – Making Safeguarding Our Number One</p> <p><i>To manage the CFA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.</i></p> <ul style="list-style-type: none"> ● Operationally lead the implementation and delivery of safeguarding within the , being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs. ● To play an effective role as part of the senior management team. taking a dynamic and strategic approach to safeguarding delivery within the , raising awareness and providing organisational support and guidance to colleagues. ● Provide the senior management team with regular reports on safeguarding activity within the CFA ● Ensure the CFA 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. ● Strategically manage effective Club Welfare Officer networks; liaising with the Local Authority Designated Officers, Local Safeguarding Partnerships, Local Safeguarding Adult Boards, Children's and Adults' Social Care Services, Police Child Protection Teams and support club welfare officers (youth, adults and disability teams) 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, providing regular updates to the Senior Safeguarding Lead on progress against the work programme and Performance Development Review.



To manage safeguarding and child and adults at risk protection concerns in a timely manner and in line with FA requirements and guidance

- Refer to The FA Safeguarding Case Management Team (FA SCMT) child abuse and adults at risk concerns, acting in line with the relevant FA safeguarding policy, regulations and guidance
- Ensure all safeguarding concerns are recorded on The FA Electronic Safeguarding Assessment (ELSA) system and ensure all data is securely retained in accordance with FA regulations, policies and data protection legislation.
- Deal with all low-level concerns and complaints with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.
- Use FA IT systems to monitor safeguarding compliance across the grassroots' volunteer network to manage risk and assist in strategic planning.
- Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.

To significantly contribute to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs and driving safer practice and culture in grassroots football

- Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- 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.
- Work with colleagues to address poor behaviour and raise standards in grassroots football, promoting fun and safe football environments and creating a culture that lives and celebrates safer working practice across CFA activity and grassroots football.
- 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 and to check on the culture and safeguarding practice.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Promote FA safeguarding and welfare officer courses to clubs and volunteers.
- Ensure that any individual helping with any CFA event involving children and adults at risk is suitably DBS-checked, trained and understand their responsibilities at the event.
- Work with colleagues to embed safeguarding and equality throughout the CFA and grassroots football.



Ensure football is played within inclusive environments where everyone who participates feels welcome and has a positive experience

- Support delivery of bespoke campaigns and interventions to increase equality of opportunity for targeted underrepresented groups to play, coach, referee, volunteer and spectate
- Promote a culture of increased awareness and connection with clubs around diversity
- Both individually and collectively aim to operate and educate with regards to FA rules and regulations and reporting processes and procedures
- Support within CFA to demonstrate and uphold principles of equality within all aspects of your work
- Support CFA with re-engaging IAG and achieving Foundation and Preliminary Levels of the Equality Standard

Our Business is Football - Contribute towards developing and applying effective business practices and procedures that benefit the game in Cumberland

- Deliver proactive, reliable and consistent service and delivery to improve perception of CFA
- Collate, analyse and use national and local data and insight to make informed decision and to help design and deliver customer focused services
- Create and manage a Club Welfare Officer Steering Group
- Consult with relevant key stakeholders to ascertain feedback to assist in the production of the CFA Policies, Procedures and Operational Plan
- Identifying areas for improvement, within your areas of work, and establishing processes to correct those areas identified.
- Identify, manage and develop relationships with key partners to meet the objectives and targets of The County FA.
- Work closely with funding partners to ensure that specific targets linked to this revenue are met accordingly
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (England Football Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the CFA changing priorities.



Knowledge/Experience/Technical Skills/Behaviours	
Knowledge/Experience/Technical Skills	
<p>Essential</p> <ul style="list-style-type: none"> ○ Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role. There is an expectation that the individual will have either a qualification and/or experience from a wider safeguarding role or aligned profession – i.e. a role with safeguarding responsibilities as a teacher, with the police, the probation service, or as a council officer/school/youth work/ worker. Safeguarding responsibilities, would include overseeing implementation of safeguarding policies and procedures at a strategic level. ○ Knowledge of safeguarding children and/or legislation relating to Adults at Risk; ○ 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 safer practice and the importance of a safe and fun environment; ○ Outstanding team-working skills. ○ Exceptional communication, interpersonal and influencing skills. ○ Effective prioritisation and time-management skills ○ Flexibility on hours and weekend working; 	<p>Desirable</p> <ul style="list-style-type: none"> ○ Effective presentation and facilitation skills. ○ Ability to de-escalate heated and challenging situations. ○ Experience of interviewing children and or adults in relation to allegations. ○ Knowledge and understanding of the culture and structure of football (or another sporting body); ○ Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. ○ Knowledge of The FA’s Grassroots Football Strategy. ○ Working knowledge of FA systems such as Whole Game System, Platform for Football, Electronic Safeguarding Assessment (ELSA) 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 ○ Driving licence; ○ Recognised qualification in Business Administration or equivalent;



- Competent in the use of IT, including Microsoft Office applications (e.g. Word, Excel, Teams, Power BI and PowerPoint).
- Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.
- Working knowledge of and/or 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.



Values

- **Connecting – with our members in an approachable and flexible manner to suit our grassroots community**
- **Supporting – our members in an honest, equal and fair way**
- **Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do.**

Further Information

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.

Completed by Name/Role:	Ben Snowdon (CEO)
Signature:	<i>Ben Snowdon</i>
Date:	February 2022
Signed by Job Holder:	
Printed Name:	
Date:	

This job description 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.