



<b>Job Title:</b>	<b>Designated Safeguarding Officer</b>	<b>Reports To:</b>	<b>CEO</b>
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<b>Job Purpose:</b>
<ul style="list-style-type: none"> <li>● Manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;</li> <li>● Significantly contribute to the implementation of The FA's Safeguarding Operating Standard for CFAs;</li> <li>● Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.</li> </ul>

**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 take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues;
- 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; to carry out roles effectively within Clubs, whilst taking into account local, county, regional and national policies and strategies.
- 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;
  - Ensure that sufficient workshop opportunities are available for new 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).



Knowledge/Experience/Technical Skills/Behaviours	
Knowledge/Experience/Technical Skills	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>○ Knowledge of safeguarding children and/or legislation relating to Adults at Risk;</li> <li>○ Experience of working as a designated person;</li> <li>○ A child-centred approach and the ability to maintain this perspective;</li> <li>○ Clarity about what constitutes poor practice and what is abusive behaviour;</li> <li>○ Experience of writing reports and compiling case file information 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 best practice and the importance of a safe and fun environment;</li> <li>○ Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice;</li> <li>○ Flexibility on hours and weekend working;</li> <li>○ Ability to use Microsoft Office including Word, Excel and PowerPoint.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>○ Knowledge of safeguarding statutory organisations for both children and adults at risk;</li> <li>○ Experience of implementing policies, protocols and guidance;</li> <li>○ Knowledge and understanding of the culture and structure of football (or another sporting body);</li> <li>○ Knowledge of The FA’s National Game Strategy and The FA’s Strategic Plan;</li> <li>○ Driving licence (to be decided by each CFA);</li> <li>○ Recognised qualification in Business Administration or equivalent;</li> <li>○ Working knowledge of FA systems such as; Whole Game System and CRM;</li> <li>○ Knowledge of different faith and culture requirements on children;</li> <li>○ Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s.</li> </ul>
Values	
<ul style="list-style-type: none"> <li>• <b>Connecting – with our members in an approachable and flexible manner to suit our grassroots community</b></li> <li>• <b>Supporting – our members in an honest, equal and fair way</b></li> <li>• <b>Developing – grassroots football within the county, promoting safeguarding, respect and equality in everything we do.</b></li> </ul>	



**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.

<b>Completed by Name/Role:</b>	Ben Snowdon (CEO)
<b>Signature:</b>	<i>Ben Snowdon</i>
<b>Date:</b>	May 2019
<b>Signed by Job Holder:</b>	
<b>Printed Name:</b>	
<b>Date:</b>	

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.