



Job Description and Person Specification

Job title	Designated Safeguarding Officer
Reports to	Senior Safeguarding Lead (Chief Executive Officer)

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of Devon FA's Business Strategy and The FA Grassroots Football Strategy. To manage the Devon FA 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. Supporting the Devon County FA Safeguarding Board Champion and providing monthly reports To significantly contribute to implementing and maintaining The FA's 365 Standard for County FAs and driving safer practice in grassroots football. To support the adoption of FA technology systems across grassroots football. To comply with Devon FA & FA rules, regulations, policies, procedures and guidance that are in place from time to time. 	
Direct reports	Safeguarding Administrator

Location	Your normal place of work is Devon County FA, Coach Road, Newton Abbot, Devon TQ12 1EJ. Any other location as required by the role including travel and overnight stays.
Working hours	Your working pattern at this location will be 36.25 hours per week. Evening and or weekend working may be required.
Contract type	Permanent Employee.

Responsibilities	
<ul style="list-style-type: none"> Operationally lead the implementation and delivery of safeguarding within Devon County FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs. Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures. To play an effective role as a member of staff, taking a dynamic and strategic approach to safeguarding delivery within the Association, raising awareness and providing organisational support and direction to colleagues. Provide the Board Champion and Senior Management team with regular reports on safeguarding activity within the county. Refer to 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 Electronic Safeguarding Assessment (ELSA) 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 Devon County FA, with a focus on timeliness and outcomes and line with FA policy, regulations and guidance.
- 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 and in line with FA policy, regulations and guidance.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- 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 taking appropriate activity to address non-compliance.
- Ensure the Devon County FA 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 line manager on progress against the work programme and Performance Development Review.
- 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 Board Safeguarding Champion and 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 the County FA's 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 County FA and to check on the culture and safeguarding practice.
- Ensure that enough safeguarding and welfare officer workshop opportunities are available for new volunteers.
- Ensure that any individual helping with any Devon County FA 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 County FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Risk-assess all Devon events and activity for under-18s and where the Devon directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.



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- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Support 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.
- Responsible for the management of the Devon FA 3G facility at identified evenings
- Execute tasks as required to meet the Devon County FA changing priorities

Person specification

Qualifications

Essential

- Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role.

Desirable

- Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.

Skills

Essential

- A child-centred approach and the ability to maintain this perspective and apply common sense.
- Clarity about what constitutes poor practice and abuse and how to manage cases effectively.
- Ability to deal constructively with people's emotions (e.g. upset, distress, conflict).
- Capacity to handle confidential data/information sensitively.
- Ability to promote safer practice and the importance of safe and fun football environments.
- Outstanding team-working skills.
- Exceptional communication, interpersonal and influencing skills.
- Effective prioritisation and time-management skills.
- Excellent IT skills, including the use of IT, including Microsoft Office applications.

Desirable

- 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 experience

Essential

- Knowledge of grassroots football governance and regulation.

Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Working knowledge of FA systems such as Whole

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<ul style="list-style-type: none"> • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • 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 Devon County FA locality. 	<p>Game System, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM).</p> <ul style="list-style-type: none"> • 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 driving licence.	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below.	
FA value	Behaviours
PROGRESSIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	Champions and ensures that football is, and will remain, a game for <i>everyone</i>: <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.
EXCELLENT	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more.



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Job description reviewed and modified by:	13 th April 2022 – County Development Manager
Date job description reviewed and modified:	13 th April 2022
Job description authorised by:	Paul Morrison – Senior Safeguarding Lead & CEO

Signed by job holder (on appointment):	
Date signed:	