

# **DESIGNATED SAFEGUARDING OFFICER RECRUITMENT PACK**



**ENGLAND  
FOOTBALL**

**DURHAM COUNTY  
FOOTBALL  
ASSOCIATION  
LIMITED**



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## WHO ARE DURHAM COUNTY FA?

We are the home of grassroots football from South of the River Tyne to North of the River Tees and across to the Cumberland borders and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Durham County FA is the home of grassroots football within our boundaries.

We are the guardian of the national game in our area.

We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our area which is steeped in football tradition and history across all levels of the game.

***“FOR A BETTER GRASSROOTS  
GAME WITHIN DURHAM  
COUNTY FA BOUNDARIES”***



## ROLE DESCRIPTION

# DESIGNATED SAFEGUARDING OFFICER

### **Commitment:**

This is a full-time role with Durham County FA working 35 hours per week - working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR.

### **The role:**

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football within the boundaries of Durham County FA.

The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver the requirements of the role.

**Salary: £27,000 – 32,000**

**Hours:** 35 hours per week

**Location:** Durham County FA, Riverside South, Chester le Street, DH3 3QR

**The successful candidate will be subject to a six-month probationary period.**

- **The closing date for applications is noon on Tuesday 21<sup>st</sup> November 2023**
- **The date for interviews will be Friday 1<sup>st</sup> December 2023**
- **Start date Tuesday 2<sup>nd</sup> January 2024 or sooner**

To apply, please complete the following application form, and equality and diversity monitoring form and email to [Kerry.Topping@DurhamFA.com](mailto:Kerry.Topping@DurhamFA.com) or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential **'Designated Safeguarding Officer Application'**'.



## APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact [Kerry.Topping@DurhamFA.com](mailto:Kerry.Topping@DurhamFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged to take place at the offices of Durham County FA.

Durham County FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Durham County FA are committed to addressing individuals from underrepresented groups within the game.

### **Safeguarding is at the Heart of What we do!**

Durham County FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do.

To be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Durham County FA or The FA.

A Disclosure and Barring Service (DBS) Check will be completed with employment and character references requested before employment is offered.



## ROLE PROFILE & RESPONSIBILITIES

### DESIGNATED SAFEGUARDING OFFICER

Durham County FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

**Role Title:** Designated Safeguarding Officer

**Reports to:** Chief Executive Officer/Senior Safeguarding Lead

#### ROLE PURPOSE:

- To support the delivery of The FA Grassroots Football Strategy and Durham County FA Business Strategy.
- To manage the Durham County FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To manage safeguarding and child protection plus adults at risk 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 across grassroots football.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA Rules, Regulations, policies, Procedures and Guidance that are in place from time to time.



## **RESPONSIBILITIES:**

- Operationally lead the implementation and delivery of safeguarding within the Durham 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.
- Play an effective role as part of the Senior Management Team, taking a strategic approach to safeguarding delivery within the Durham County FA, raising awareness and providing organisational support and guidance to colleagues.
- Provide the Senior Management Team and Directors with regular reports on safeguarding activity within the Durham County FA.
- 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 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 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.
- Ensure the Durham 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 Partnerships, 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.



- Work with colleagues to address low-level concerns, 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 Durham 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 Durham County FA 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 Durham 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 Durham County FA and grassroots football.
- 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 Durham County FA changing priorities
- Be a member of the Durham County FA Incident Review Group





## PERSON SPECIFICATION QUALIFICATIONS

### ESSENTIAL (Required to fulfil the role):

#### QUALIFICATIONS:

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.

#### SKILLS:

A child-centred approach and the ability to maintain this perspective and apply common sense. Clarity about what constitutes low-level concerns, poor practice and abuse and how to manage cases effectively.

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 safe and fun football environments.

Outstanding team-working skills.

Exceptional communication, interpersonal and influencing skills.

Effective prioritisation and time-management skills.

Competent in the use of IT, including Microsoft Office applications.

#### KNOWLEDGE & EXPERIENCE:

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.

Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### DESIRABLE (Beneficial, but can be learnt in role):

#### QUALIFICATIONS:

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

#### SKILLS:

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 & EXPERIENCE:

Knowledge of The FA's Grassroots Football and Safeguarding Strategies.

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.



## APPLICATION FORM DESIGNATED SAFEGUARDING OFFICER

Please return this completed application form and completed equality monitoring form to [Kerry.Topping@DurhamFA.com](mailto:Kerry.Topping@DurhamFA.com) no later than **noon on Tuesday 21<sup>st</sup> November 2023**. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, 'Designated Safeguarding Officer application', Durham County FA, Riverside South, Chester le Street, County Durham, DH3 3QR.

Your application may be accompanied by a CV. The decision to invite you to attend for interview will be based on the information you provide on this form and CV.

Durham County FA is an Equal Opportunities Employer.

Title	
First Name(s)	
Last Name(s)	

Street Address	
City	
County	
Post Code	

FA Number (if known)	
Email Address	
Phone Number	

### Do you have a full current driving licence?

YES      NO      *(delete as appropriate)*

### Do you have access to your own personal transport?

YES      NO      *(delete as appropriate)*

### Do you currently have an in-date FA Enhanced Criminal Records Check?

YES      NO      *(delete as appropriate)*

An up to date and accepted FA Enhanced Criminal Records Check will be required before starting this role.

### Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES      NO      *(delete as appropriate)*



### EDUCATION & TRAINING

Please provide details of your education, qualifications, and training that you have completed or are currently undertaking.

Dates	Place of Learning	Course or Qualification	Grade

### EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities/Achievements

### INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

### MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member of.

Membership Bodies	Membership Type



## HOW I MEET THE REQUIREMENTS

### DESIGNATED SAFEGUARDING OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact [Kerry.Topping@DurhamFA.com](mailto:Kerry.Topping@DurhamFA.com) who can arrange for reasonable adjustments to made for your application.

**Please explain why you think you are well suited to meet the purpose of this role. (5000 characters)**  
(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)



**Please detail your levels of experience in managing organisational Safeguarding policies and procedures? (2500 characters)**

**Please describe your experience of working with Statutory agencies in managing Safeguarding and/or Welfare of Children and/or Adults at risk? (2500 characters)**



**Please explain your experience writing executive/board reports, and your ability to use data and insight to drive tactical plans? (2500 characters)**

**DURHAM COUNTY FA VALUES ARE:**

**PRIDE** In what we do, why we do it and who we represent.

**HONESTY** In our actions and our intentions

**INTEGRITY** In our approach and consistent in our decisions

**PROFESSIONAL** In our manner, on what we deliver and how we want to be perceived

**How do you meet these values of Durham County FA?**

Durham County FA's culture and organisational structure is built on the four principal core values. Please provide evidential information and experiences of how you best demonstrate Durham County FA's four core values.



### ADDITIONAL INFORMATION

Durham County FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Durham County FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

Do you currently have any holidays planned and if so what are the dates?



## REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to you		

## Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

## SIGNATURE

## DATE

The closing date for applications is noon on **Tuesday 21<sup>st</sup> November 2023**

To apply please email a completed application form and covering letter marked '**Designated Safeguarding Officer Application**' to [Kerry.Topping@DurhamFA.com](mailto:Kerry.Topping@DurhamFA.com) or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential **Designated Safeguarding Officer Application**'





## EQUALITY AND DIVERSITY MONITORING FORM

**Durham County Football Association Limited** wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will be used only by the Equality and Diversity Lead Officer to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

**Gender** Man  Woman  Intersex  Non-binary  Prefer not to say

If you prefer to use your own term, please specify here:

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49  50-54   
55-59  60-64  65+  Prefer not to say

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

#### White

English  Welsh  Scottish  Northern Irish  Irish   
British  Gypsy or Irish Traveller  Prefer not to say

Any other white background, please write in:

#### Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say

Any other mixed background, please write in:

#### Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

#### Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say

Any other Black/African/Caribbean background, please write in:

#### Other ethnic group

Arab  Prefer not to say

Any other ethnic group, please write in:



**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual

Prefer not to say

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say

**What is your flexible working arrangement?**

None  Flexitime  Staggered hours  Term-time hours

Annualised hours  Job-share  Flexible shifts  Compressed hours

Homeworking  Prefer not to say

If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children

Primary carer of disabled adult (18 and over)  Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say