

DURHAM COUNTY FOOTBALL ASSOCIATION



1. **POST TITLE:** Administrative Officer - Safeguarding

2. **POST REFERENCE:** SAO 1

3. **SALARY** £17000

LOCATION: Durham County FA HQ

4. **RELEVANT TO THIS POST:**

Flexible Working: This post is not part of a flexible working policy

5. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Designated Safeguarding Officer

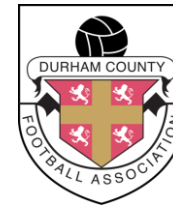
Work alongside: Designated Safeguarding Officer

Work with: All Durham County FA Staff including Company Secretary

Responsible for: Delivering a high quality service to Durham County FA with respect to Safeguarding matters across the organisation

6. **DESCRIPTION OF ROLE:**

- Providing administrative and organisational support in relation to the Durham County FA Safeguarding Operating Standards and Equality Standard for Sport along with any other administration tasks as required.

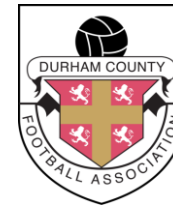


7. DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Listed below are the responsibilities this role will be primarily responsible for:

- To support the Designated Safeguarding Officer to ensure that the FA Safeguarding Operational Standards (SOS) are in place across the organisation
- To support the Designated Safeguarding Officer to ensure that the Association meets the Equality Standard for Sport
- To carry out reviews of the SOS and any associated policy, procedure or practice document to ensure they remain current
- To build a reference resource relating to SOS
- To participate in working groups as appropriate
- To ensure that effective working relationships are developed and maintained with partners, organisations, customers and other stakeholders.
- To be organised and efficient
- To have a lead role in the organisation and administration of club audit activity
- To develop policy, procedure and practice guidance, in conjunction with the Designated Safeguarding Officer and Company Secretary
- To occasionally carry out reviews of policy, procedure and practice to ensure they remain current
- To link to Durham County FA staff to ensure that any risk assessment relating to safeguarding issues work has been carried out
- To attend, as appropriate, inter-agency strategy meetings with the DSO
- To link to FA Safeguarding Unit, as appropriate
- To have access to the FA Safeguarding record system (ELSA) and assist the DSO in system uploads
- Produce briefing papers and news items for both Durham County FA colleagues and for publishing through social media
- To undertake the Administration of The FA Welfare Officer Workshops

DURHAM COUNTY FOOTBALL ASSOCIATION



- To assist with the ongoing promotion of Respect
- To be identified as a Criminal Records Check verifier with Durham County FA and ensure all relevant Durham County FA staff, Board and Council have in-date and valid CRC's showing on their FA personal record (FAN)
- To produce presentational material using Microsoft Office software
- To take responsibility for the monitoring and recording of all staff hours and car mileage carried out with respect to Validation Visits
- To undertake any administrative duties required by the role, including ordering and invoicing and supporting the governance team in administrative duties
- Commitment to personal development
- The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Designated Safeguarding Officer or in conjunction with the Company secretary.

DURHAM COUNTY FOOTBALL ASSOCIATION



Person Specification: Administrative Officer - Safeguarding

	Essential	Desirable	Method of Assessment
Qualification	Minimum 5 GCSE's including English Language and Maths	Higher education attainment	Application form Selection Process Pre-employment checks
Experience	Experience of working in an administrative capacity for a minimum of 2 years Experience of using a range of software applications	Experience of service standards Experience of working Experience of working in an administrative capacity in a football related capacity	Application form Selection Process Pre-employment checks
Skills / Knowledge	Understanding of safeguarding issues Understanding of audit activities. Ability to communicate verbally and in writing both internally and externally Proven organisational skills	Good knowledge of grassroots football Knowledge of Risk Assessment Proven ability to work as part of a team Understanding of safeguarding issues in a football context	Application form Selection Process Pre-employment checks
Personal Qualities	A customer focused approach. Positive, enthusiastic and flexible approach		Application form Selection Process Pre-employment checks
SPECIAL REQUIREMENTS	Flexible approach to hours of work including evening and weekend working.	Interest in/or experience in grassroots football	Application form Selection Process Pre-employment checks