



## Job Description and Person Specification

<b>Job title</b>	Designated Safeguarding Officer (DSO)
<b>Reports to</b>	Head of Strategy & Development
<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of Gloucestershire FA's Business Strategy and The FA Grassroots Football Strategy</li> <li>To lead and manage Gloucestershire FA's safeguarding programme in line with legislation, FA safeguarding policy, procedures, regulations, standards, and guidance.</li> <li>To manage safeguarding children and adults at risk cases and low-level concerns</li> <li>To significantly contribute to maintaining compliance with The FA Safeguarding 365 Standard for County FAs, driving safer practice and culture in grassroots football.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with Gloucestershire FA and FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	Deputy Designated Safeguarding Officer (part-time)
<b>Location</b>	Your normal place of work is Glos FA HQ, Oaklands Park, Gloucester Rd, Almondsbury, Bristol. BS32 4AG and your home address from time to time as directed or in agreement with your line manager. Any other location in the United Kingdom as required by the role including travel and overnight stays.
<b>Working hours</b>	Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. Normally 37.5 hours per week with some evening and/or weekend working likely to be required from time to time.
<b>Contract type</b>	Permanent employee
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>Operationally lead the implementation and delivery of safeguarding within Gloucestershire FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.</li> <li>Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.</li> <li>To play an effective role as DSO, taking a dynamic and strategic approach to safeguarding delivery within the Association, raising awareness and providing organisational support and guidance to colleagues.</li> <li>Provide the senior management team with regular reports on safeguarding activity within the County.</li> <li>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.</li> <li>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.</li> <li>Deal with all low-level concerns and complaints with a focus on timeliness and outcomes and line with FA policy, regulations and guidance.</li> <li>Use FA IT systems to monitor safeguarding compliance across the grassroots volunteer network to manage risk and assist in strategic planning.</li> <li>Utilise insight and data to inform compliance activity and take appropriate activity to address non-compliance.</li> </ul>	



- Ensure Gloucestershire 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 and support 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.
- 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 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.
- 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 Gloucestershire FA event involving children and adults at risk is suitably DBS-checked, trained and understands 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 (England Football Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required to meet Gloucestershire FA’s changing priorities.

**Person specification**

**Qualifications**

**Essential**

- Safeguarding qualification and/or relevant experience in a child protection, safeguarding, social work 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 such as a teacher, with the police, the probation service, or as a council officer / school / youth work / social worker. Safeguarding responsibilities, would include overseeing implementation of safeguarding policies and procedures at a strategic level.

**Desirable**

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



<b>Skills</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A child-centred approach and the ability to maintain this perspective and apply common sense.</li> <li>• Clarity about what constitutes poor practice and abuse and how to manage cases effectively.</li> <li>• 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 safer practice and the importance of safe and fun football environments.</li> <li>• Outstanding team-working skills.</li> <li>• Exceptional communication, interpersonal and influencing skills.</li> <li>• Effective prioritisation and time-management skills.</li> <li>• Competent in the use of IT, including Microsoft Office applications.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Event organisation and management.</li> <li>• Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities.</li> <li>• Capability to create multiple reports, budgets and plans.</li> <li>• Awareness / experience of ‘Smartsheets’</li> </ul>
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of grassroots football governance and regulation.</li> <li>• Demonstrate a working knowledge of inclusion, equality, anti–discrimination and safeguarding</li> <li>• Knowledge of the structures and partner organisations within football both nationally and within the Gloucestershire FA locality</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of The FA’s Grassroots Football Strategy.</li> <li>• Working knowledge of FA systems such as Whole Game System, Platform for Football, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM).</li> <li>• Knowledge and understanding of diverse faiths, communities and cultures.</li> <li>• Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s syndrome.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Full driving licence?</b>	YES



The job holder will be expected to understand and work in accordance with the Association's values and behaviours described below.	
Gloucestershire FA value	Behaviours
Open	<p><b>Open, transparent and approachable to new ideas and feedback</b></p> <ul style="list-style-type: none"> <li>Obtains and welcomes feedback from participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Continuously seeks to improve efficiency and performance.</li> </ul>
Honest	<p><b>To have open, honest communications both internally with colleagues and externally with stakeholders.</b></p> <ul style="list-style-type: none"> <li>Builds loyalty and trust with colleagues and customers</li> <li>Maintains an individual's self-esteem when interacting with them.</li> <li>Raises any concerns with line manager, DSO or Mental Health Champion</li> </ul>
Inclusive	<p><b>Promotes and embeds safe, inclusive practices, opportunities and education for all:</b></p> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues, partners and volunteers</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.</li> </ul>
Flexible	<p><b>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders:</b></p> <ul style="list-style-type: none"> <li>Works flexibly to overcome barriers to achieving objectives.</li> <li>Remains focused, maintaining motivation for the team and for themselves.</li> <li>Maintains a healthy work-life balance.</li> </ul>
Professional	<p><b>To be knowledgeable, passionate and maintain integrity of business conduct:</b></p> <ul style="list-style-type: none"> <li>Works to achieve an exemplary level of performance</li> <li>Delivers work outcomes to agreed quality standards and timescales.</li> <li>Supports and always applies the Glos FA standards of business conduct.</li> </ul>

<b>Job description reviewed and modified by:</b>	
<b>Date job description reviewed and modified:</b>	10 <sup>th</sup> April 2024
<b>Job description authorised by:</b>	David Neale – Senior Safeguarding Lead & CEO

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.