



## **Job Opportunity: Assistant Designated Safeguarding Officer**

15.0 Hours per week (principally Thursday and Friday)

Salary: £6,250 pa + Benefits. Fixed term contract to 30th June 2020

Safeguarding children is everyone's responsibility and in this role you will help us ensure children and young people can have fun in a safe football environment. The Assistant Designated Safeguarding Officer role is based at the County office in Almondsbury, Bristol and the successful candidate will help us:

- Get the right people involved; managing CRC checks and qualifications
- Create a safe environment through codes of conduct, education and best practice.
- Promote clear systems and procedures to report any concerns
- Work in partnership with the FA and other agencies to investigate and manage safeguarding concerns effectively

To successfully apply, you will need to be committed to safeguarding children and young people. Demonstrate a child centred approach and the ability to maintain this perspective. You will have an awareness of safeguarding children legislation and be prepared to occasionally work during the evening or at weekends.

To apply, please review the Role Profile and then send a CV with a covering note setting out how you would meet the complete the application form and optional equality and diversity monitoring form. Applications must be sent to David Neale (CEO), preferably via email to [David.Neale@GloucestershireFA.com](mailto:David.Neale@GloucestershireFA.com)

Alternatively, you can post a hard copy, marked 'Private and Confidential' to:

Mr David Neale  
Chief Executive  
Gloucestershire FA, Oaklands Park, Gloucester Road, Almondsbury, Bristol, BS32 4AG

**Closing date: Thursday 5<sup>th</sup> April 2018**

**Interviews will take place on Wednesday 11<sup>th</sup> April 2018**

Please note that only those selected for interview will be contacted. If you have not heard from us by 11<sup>th</sup> April 2018 you should assume that your application was unsuccessful on this occasion.

**Criminal Records Check:** As this role involves direct access to young persons under the age of eighteen 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 DBS Enhanced Criminal Records Check to ensure their suitability for the role.

*Gloucestershire FA is committed to equality of opportunity and welcome applications from all sections of the community.*





# Gloucestershire Football Association

## Role Profile

<b>Job title:</b>	<b>Assistant Designated Safeguarding Officer (ADSO)</b>		
<b>Reports to:</b>	Football Development Manager	<b>Jobs reporting into the job holder:</b>	None

### 1. Job purpose

- Support the management of Gloucestershire FA's safeguarding work in line with legislation, FA Safeguarding Policy, Procedures and Regulations
- Act as deputy for the Designated Safeguarding Officer (DSO)
- Work in partnership with the DSO, Senior Safeguarding Lead (SSL), The FA, statutory agencies and other relevant organisations to manage concerns effectively
- Contribute to the ongoing delivery of the Safeguarding Operating Standard for Gloucestershire FA

### 2. Principal activities and responsibilities

- Support the delivery of safeguarding policy and procedures within the County FA.
- Take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues.
- Refer to DSO / SSL and 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 DSO and 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 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.

## 2. Principal accountabilities/responsibilities (cont'd)

- Support the DSO and SSL to ensure the County FA is compliant with safeguarding legislation e.g. General Data Protection Regulations, Children's Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments 'Working Together guidance 2015' and any other legislation or statutory guidance that may be introduced.
- Liaise with the Local Authority Designated Officer(s), Children's Social Care, Police Child Protection Team(s) and support youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
- Maintain strong links with key County FA and FA staff and subject to line manager approval, attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained updated.
- Address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA.
- Support and co-ordinate County FA 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 CPD events for existing leagues and clubs to ensure that sufficient workshop opportunities are available for new volunteers.
- Ensure that any individual assisting or delivering any County FA event(s) involving children is suitably trained and aware of their safeguarding responsibilities.

### 3. Knowledge/experience/technical skills/behaviours

#### Essential

- Awareness of safeguarding children and/or vulnerable group's legislation
- A child centred approach and the ability to maintain this perspective
- Clarity about what constitutes poor practice and what is abusive behaviour
- Experience of writing reports and compiling case file information  
Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity)
- Capacity to handle confidential data/information sensitively
- Ability to promote best practice and the importance of a safe and fun environment
- Demonstrate a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice
- Flexibility on working hours including weekend working
- Ability to use Microsoft Office products
- Driving licence

#### Desirable

- Knowledge of safeguarding statutory organisations
- Experience of implementing policies, protocols and guidance
- Knowledge and understanding of the culture and structure of football (or another sporting body)
- Knowledge of The FA's National Game Strategy
- Working knowledge of FA systems such as; Whole Game System and CRM.
- Knowledge of different faith and culture requirements on children
- Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourettes
- Experience of working as a designated person

### 4. Behaviours – as defined in County Football Association Competency Model

- Teamwork
- Communicating
- Delivery
- Customer Excellence
- Developing Self and Others
- Problem solving

### Further Information

Will the job-holder be in regulated activity with children and young people under the age of 18 within the context of this job or any subsequent related activities or responsibilities?

**YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

*“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>	David Neale
<b>Signature:</b>	
<b>Date:</b>	15 March 2018

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.

Amended 15<sup>th</sup> March 2018

# Gloucestershire Football Association



Oaklands Park,  
Gloucester Road,  
Almondsbury,  
Bristol, BS32 4AG  
Tel: 01454 615888.

[www.GloucestershireFA.com](http://www.GloucestershireFA.com)

## Assistant Designated Safeguarding Officer – Application Form

This application form provides important information that enables the selection panel to make an informed decision regarding your application. If the form is printed, please complete all sections using a black pen.

Please take time to complete the application form fully and accurately, giving relevant and detailed examples where possible. The information you provide should enable us to gain a clear understanding picture of you and your skills, abilities and experience. If any questions are not relevant to your skills or experience, or you cannot answer any of them for any reason, please enter N/A.

If you consider yourself to have a disability, please contact us if and we will make any reasonable adjustments we can to assist you in your application or with our recruitment process.

Notes:

### **Documents to review prior to completing the application form**

1. Job Advert
2. Job Role Profile

### **Documents to submit**

1. Application form
2. Equality and Diversity monitoring form (optional)

### **Key dates:**

**Application closing date:** 5<sup>th</sup> April 2018

**Interview date:** 11<sup>th</sup> April 2018

Please complete and return the application form and the optional equality and diversity monitoring form. The equality and diversity monitoring form will be separated from your application upon receipt and used for monitoring purposes only.

Completed forms should be returned to Gloucestershire FA's Chief Executive, David Neale ([David.Neale@GloucestershireFA.com](mailto:David.Neale@GloucestershireFA.com)) preferably via email. Alternatively, you can also post them to the above address, but please mark the envelope 'Private and Confidential.'

# Assistant Designated Safeguarding Officer - Application Form

How did you learn about this vacancy?

Facebook		Glos FA Website		*please provide details of other source
Twitter		Word of mouth		
Linked In		Another source *		

## Personal Details

First name		Surname	
Address			
		Post code	
Contact Tel (Home)		Contact Tel (Mobile)	
Email		Valid Driving Licence (please enter 'X')	<input type="checkbox"/> Yes / No <input type="checkbox"/>

## Education History

Please only include qualifications attained after compulsory school leaving age.

### Academic Qualifications

Organisation	Qualification Achieved	Completion Date

### Vocational Qualifications

Organisation	Qualification Achieved	Completion Date



## Present Employment

Job Title		Employer	
Address			
		Post code	
Working hours (per week)		Notice required	
Date appointed		Annual Salary	

## Employment History

Starting with your most recent job, please list all roles within the last 5 years. Please also include any relevant work as a football volunteer, Coach or Referee. \*Bullet points acceptable

Job Title	Organisation	Start date	End date
<b>1.</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			
Job Title	Organisation	Start date	End date
<b>2</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			

<b>Job Title</b>	<b>Organisation</b>	<b>Start date</b>	<b>End date</b>
<b>3.</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			
<b>Job Title</b>	<b>Organisation</b>	<b>Start date</b>	<b>End date</b>
<b>4.</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			
<b>Job Title</b>	<b>Organisation</b>	<b>Start date</b>	<b>End date</b>
<b>5.</b>			
Key Responsibilities *			
Key Achievements *			
Reason for leaving			

**Why you should be considered for the role (max 700 words)**

Briefly outline below why you feel you should be considered for this position; how you meet with requirements detailed in the job role profile and how the role fits in with your career aspirations and personal interests.

## Other information

Please enter 'X' in the relevant box	Yes	No
Do you require a work permit in order to take up employment in the UK?		
Have you ever been subject to any disciplinary action that has resulted in dismissal or resigned whilst under disciplinary investigation?		

### Data Protection

The Data Protection Act (1998) aims to ensure that all organisations that collect, process and store information about individuals do so correctly (i.e. people about whom information is collected know of its existence and how to correct it if it is wrong).

In order for Gloucestershire FA to process your application, we will create and maintain computer and paper records to collect, process and store the information about you as contained within the application form. Personal information contained within the application form will be used for the post applied for and no other purpose. The information will be kept confidential and used only by the assessment panel for the purpose of selecting the best candidate for the post. If successful, Gloucestershire FA will maintain computer and paper records about you during your employment and after you leave. If you are unsuccessful, relevant records will be removed within one year.

### Criminal Records Check:

As this role involves direct access to young persons under the age of eighteen 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 DBS Enhanced Criminal Records Check to ensure their suitability for the role

### References

Please supply the names and contact details of two referees, one of whom should be your current or most recent employer. No approach will be made to your present employer before an offer of employment is made to you.

Reference 1 (Current employer)	Reference 2
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email:	Email:
Contact Tel:	Contact Tel:

I give my consent to the processing of the information given on this form on the understanding that it will be used only for the purposes set out above. I also confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

**Signed:**

**Date:**



## **Equality and Diversity Monitoring Form**

Gloucestershire FA compiles anonymous information on those individuals accessing its services and activities.

The equality and diversity monitoring form gathers data on a person's characteristics. These characteristics are sometimes referred to as race, gender, transgender, disability, religion and belief, sexual orientation, age and disability. Monitoring allows us to understand the makeup of those accessing our activities and programmes and analysis enables us to adapt and meet the needs of individuals if required.

Everyone is encouraged to respond to these questions, but participation is optional, you are not obliged to respond. The information we receive is used solely for monitoring and statistical purposes. Please select **one** check-box in each section below.

### **GENDER**

- Male       Female       Transgender

### **AGE**

- 16 – 20       21 – 30       31 – 40       41 – 50       51 – 60       61+

### **ETHNICITY**

Indicate in the appropriate box your ethnic background. *Ethnic categories are not about nationality, place of birth or citizenship. They are about the group to which you feel you belong to. The descriptions below are taken from the 2011 census.*

#### **White**

- British       English       Scottish       Welsh       Irish  
 Gypsy or Irish Traveller       Any other white background

#### **Mixed**

- White & Black Caribbean       White & Black African       White & Asian  
 Mixed background       Mixed other background

#### **Asian**

- British-Indian       Indian       British-Pakistani       Pakistani  
 British-Bangladeshi       Bangladeshi       British-Chinese  
 Chinese       Any other Asian background

#### **Black**

- Black Caribbean       Caribbean       British African       African  
 British       Other Black background

- Prefer not to disclose my ethnic origin

**DISABILITY**

Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Substantial means more than minor or trivial. Impairment covers, for example, long term medical conditions such as asthma and diabetes, and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone diseases. A mental impairment includes mental health conditions (such as bipolar disorder or depression), learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome). Some people including those with cancer, multiple sclerosis and HIV/AIDS are automatically protected as disabled people by the Act.

**Do you consider yourself to have a disability?**

Yes  No

**If you have indicated yes to having a disability, please indicate the impairment(s) you feel apply to you:**

- Blind/partially sighted
- Deaf/hard of hearing
- Physical disability
- Learning disability
- Communication barriers
- Experience of mental and emotional distress
- Prefer not to say

**RELIGION or BELIEF**

**How would you describe the religion to which you feel you belong?**

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Mormonism
- Sikh
- No Religion/Faith
- Atheist
- Jehovah's Witnesses
- Other faith background
- Prefer not to say

**SEXUAL ORIENTATION**

Which of the following options best describe how you think of yourself?

- Heterosexual/Straight
- Gay Man
- Gay Woman/Lesbian
- Bisexual
- Other
- Prefer not to say

Is there anything we can do or put in place which would make it easier for us to offer you an equal service? (For example documents in large print, hearing loop etc.)

It would be helpful for Gloucestershire FA to know of any barriers you have faced when dealing with us.

Thank-you for taking the time to fill out this survey