

EMPLOYMENT APPLICATION PACK:

Deputy Designated Safeguarding Officer



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Deputy Designated Safeguarding Officer

Salary: circa £25,000 per annum

Contract: Full Time

July 2022 – June 2024
(subject to renewal)

What is the role?

We are looking for a passionate and dedicated Safeguarding officer to join Hampshire FA's Safeguarding Team, to help promote and embed safeguarding practice across the county and improve the playing environment for all participants.

What will you do?

- You will support the Designated Safeguarding Lead to meet the FA's Safeguarding 365 Operating Standards
- You will lead in dealing with poor practice concerns relating to Children and Adults at Risk
- You will support and extend positive relationships with our network of volunteer Club and League Welfare Officers
- You will lead the co-ordination of unannounced safeguarding visits across the county

What do you need?

- Relevant experience in a child protection, safeguarding or welfare role
- The ability to build and maintain working relationships across the County FA and with external agencies
- The ability to work independently and as part of a team
- The ability to manage a diverse workload, prioritising work according to risk and timeframes

Applications by 24th June 2022:

To apply, complete the online application form.

Interviews will take place on 4th July 2022

Access the form by scanning this QR code with a smartphone:



Or via :

<https://forms.office.com/r/Nt8aVgzFbW>



APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA are committed to **safeguarding children and adults at risk**. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through the FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Key Dates:

Application Closing date - **Friday 24th June 2022**

Interviews date - **Monday 4th July 2022**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Deputy Designated Safeguarding Officer
Reports to	Designated Safeguarding Officer
Job purpose(s)	<ul style="list-style-type: none"> To support the Designated Safeguarding Officer (DSO) to manage the Hampshire FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance To significantly contribute to the implementation of the FA's Safeguarding 365 Operating Standard for County FAs 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
Location	Winklebury Football Complex, Basingstoke, RG23 8BF or Front Lawn Community Hub, Havant, PO9 5AN (Hybrid Working Policy currently in operation providing mix of office/remote working - subject to ongoing review)
Working hours	38.75 hours a week, occasional evening/weekend work required
Contract type	Initial full-time contract from July 2022 - 30th June 2024 (Further extension subject to funding renewal)
Salary	Circa £25,000 per annum

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Actively support the challenging of all forms of discrimination in football
Operational	<ul style="list-style-type: none"> Support the Hampshire FA Designated Safeguarding Officer (DSO) to meet Safeguarding 365 Operating Standards annually and in the delivery of the County Plan (Operational Plan 2022-24) Support DSO to manage the Hampshire FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance Under the direction of the DSO, lead in dealing 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 of poor practice incidents through ELSA and seeking guidance from the FA Safeguarding Team, as required. Liaise as necessary with the Local Authority Designated Officers, Children's and Adult's Social Care, Police Child Protection Teams Work in partnership with the Discipline and Referee Development Teams to respond to cases of misconduct/poor practice, and with the Football Development Team with regards to Respect, England Accreditation and Youth Engagement Support colleagues across Hampshire FA with the risk assessment of all County FA-led events Lead the co-ordination of Safeguarding visits, spot checks and audits on clubs throughout the season to ensure that they are compliant with the records submitted to Hampshire FA Support the work of the Safeguarding Steering Group as the Group Secretary Maintain effective data protection and handling of sensitive information Deputise for the DSO as and when required, during annual leave and time away from the office Utilise FA systems to monitor safeguarding compliance across the grassroots workforce
Support Clubs & Leagues	<ul style="list-style-type: none"> Liaise with affiliated clubs to ensure compliance with the FA Safeguarding Commitment Statement and offer support where appropriate Support and maintain positive relationships with league and club welfare officers to ensure compliance with safeguarding legislation, FA Safeguarding policy and best practice guidance/education programmes Support the delivery of Continuous Professional Development (CPD) events for leagues and clubs Support the implementation of the Respect programme and associated projects 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)
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Ensure that the activity of Hampshire FA is inclusive, diverse and reflective of local communities Work closely with the Disability Development Officer to promote a positive playing environment across disability participation



People	<ul style="list-style-type: none"> Maintain strong links with key FA Staff including the FA Case Management Team As necessary, advise the Senior Safeguarding Lead (SSL), Deputy SSL and the Board Safeguarding Champion with any significant reports on safeguarding activity within Hampshire FA in the absence of the DSO
Finance	<ul style="list-style-type: none"> Liaise with DSO to manage budget or area of Business Strategy and adhere to Hampshire FA finance protocols, processing payments and invoices as required

Skills

Knowledge/Experience

Essential (Required to fulfil role)	<ul style="list-style-type: none"> Outstanding team working, organisational skills and ability to work independently Exceptional communication, interpersonal and influencing skills, ability to provide excellent customer service A child-centred approach, able to maintain this perspective and use common sense Ability to investigate complaints, collate statements, write reports, compile and analyse case file information Capacity to handle confidential data/information sensitively Ability to promote safer practice and the importance of a safe and fun football environment Effective prioritisation and time-management skills Competent in the use of IT, ability to use Microsoft Office applications (word, excel, outlook, Powerpoint) and to adapt to use modern technology and champion new IT programmes 	<ul style="list-style-type: none"> Safeguarding qualification and/or relevant experience in a child protection, safeguarding or welfare role Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk Knowledge of what constitutes poor practice and what is abusive behaviour Demonstrate a working knowledge of inclusion, equality and anti-discrimination Experience of risk assessing events
Non-Essential (Beneficial but can be accumulated once in the role)	<ul style="list-style-type: none"> Effective presentation and facilitation skills Ability to de-escalate heated and challenging situations Experience of interviewing children and/or adults in relation to allegations Experience of working with volunteers Knowledge and experience of FA Rules and Regulations Knowledge and experience of the grassroots football infrastructure 	<ul style="list-style-type: none"> Knowledge of the statutory agencies' roles in safeguarding children and adults at risk Experience of working with volunteers, stakeholders and partner organisations, including statutory agencies Knowledge and understanding of diverse faiths, communities and cultures Experience of working with children with additional needs and conditions, such as, but not limited to, ADHD, Autism, anxiety Knowledge of the structure and partner organisations within football, nationally and within Hampshire Knowledge/experience of the Whole Game System

HFA Values

Expected Behaviours

PROGRESSIVE	<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	<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 Hampshire FA standards at all times.
INCLUSIVE	<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	<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	<ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Can be committed to achieve a standard that others consider impossible. Supports others to go further and achieve more.

Application Deadline:

Friday 24th June 2022

Interviews to be held (format TBC):

Monday 4th July 2022



SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

Using the power of **football** to build a better future for all communities in **Hampshire**.

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

