**Job Description and Person Specification**

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| **Job title** | Designated Safeguarding Officer |
| **Reports to** | Chief Executive Officer/Senior Safeguarding Lead |

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| * Job purpose(s)
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| * To support delivery of The FA Grassroots Football Strategy and Herefordshire FA Business Strategy.
* To manage the Herefordshire FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
* To manage safeguarding and child and adults at risk protection 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 in 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.
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| **Direct reports** | N/A |

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| **Location** | The Herefordshire FA Offices, Ted Powell Building, County Ground, Widemarsh Common, Hereford, HR4 9NA. In addition, the opportunity to work from home will be reviewed, considered and agreed, where applicable, on a case by case basis. |
| **Working hours** | 20 Hours per week |
| **Contract type**  | Fixed Term |

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| **Responsibilities** |
| * Operationally lead the implementation and delivery of safeguarding within the Herefordshire 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.
* To play an effective role as part of the senior management team. taking a dynamic and strategic approach to safeguarding delivery within the
* Herefordshire FA, raising awareness and providing organisational support and guidance to colleagues.
* Provide the senior management team with regular reports on safeguarding activity within the Herefordshire 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 Assessment (ELSA) 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 and 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 Herefordshire 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 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 Herefordshire 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 Herefordshire 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 Herefordshire 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 the Herefordshire 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 Herefordshire FA changing priorities.
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| **Person specification** |
| **Qualifications** |
| **Essential** * Relevant experience in a child protection, safeguarding, or welfare role.
 | **Desirable** * Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.
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| **Skills** |
| **Essential*** A child-centred approach and the ability to maintain this perspective and apply common sense.
* Clarity about what constitutes 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.
 | **Desirable*** Effective presentation and facilitation skills.
* Ability to de-escalate heated and challenging situations.
* Experience of interviewing children and or adults in relation to allegations.
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| **Knowledge and experience** |
| **Essential*** Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk, or the willingness to learn
* 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*** Knowledge of The FA’s Grassroots Football Strategy.
* 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.
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| **Enhanced DBS Check required?** | YES  |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values described below** |
| * We are Welcoming
* We act with Integrity
* We are Open
* We strive for Excellence
* We are Progressive
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| **Job description reviewed and modified by:** | Alan Darfi (CEO/SSL) |
| **Date job description reviewed and modified:** | 09/06/23 |
| **Job description authorisedby:** | Alan Darfi (CEO/SSL) |

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| **Signed by job holder (on appointment):**  |  |
| **Date signed:** |  |

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