



Job Title: Designated Safeguarding Assistant

Line Manager: Football Development Manager

Job Areas:

- Manage the day-to-day aspects of safeguarding work in line with legislation, FA safeguarding policy, procedures and regulations.
- Significantly contribute to the implementation and ongoing delivery of the Safeguarding Operating Standard.
- Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.

Job Purpose:

- To support the delivery of The FA National Game Strategy in partnership with key stakeholders.

Job Responsibilities:

- Deliver and support programmes to retain and grow participation.
- Analyse and use data/insight to design customer focused services.
- Deliver a programme of services to clubs and leagues.
- Support and develop club and league volunteers.
- Lead and support the review and delivery of competition and league structures to ensure they meet the needs of all players.
- Contribute to raising the profile and the perception of the Kent FA in leading and developing grass roots football.
- Identify, manage and develop relationships with key partners to meet the strategic objectives and targets of the Kent FA.
- Support the marketing and communication of programmes to players and volunteers.

Job Tasks:

- Support the implementation and delivery of safeguarding policy and procedures, being accountable for relevant areas of the Safeguarding Operating Standard set by The FA.
- 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 and seeking guidance from the FA Safeguarding Team as required.
- Address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the county.

- Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted.
- Plan, design, promote, deliver and evaluate a programme to engage and upskill all youth league and club welfare officers at least twice a season.
- Ensure that sufficient safeguarding children workshop and welfare officer workshop opportunities are available for new volunteers.
- Work with youth league and club welfare officers to identify and promote best practice initiatives.
- Oversee all safeguarding criteria relating to club affiliation, league sanctioning, FA Charter Standard Annual Health Check and referee registration.
- Ensure that Kent FA staff, members and any individual helping with any Kent FA events involving children are suitably trained and is aware of their safeguarding responsibilities.
- Risk-assess all Kent FA led events and activities for under 18s to ensure that appropriate safeguards are in place.
- Coordinate and promote a programme of safeguarding education through website and social media channels.
- Provide a mechanism for feedback from stakeholders on safeguarding policy, practice and education.
- Identify trends and issues relating to poor behaviour within adult and youth football and seek to address these in line with the Respect programme.

Job Skills & Abilities

- Passionate and committed to the development of football at a local level.
- Able to work under pressure, handle multiple priorities and meet deadlines.
- Exceptional customer service, work as part of a team with excellent planning, communication and presentation skills.

Knowledge/Experience

- Knowledge of safeguarding children and/or vulnerable group's legislation.
- Experience of working as a designated person.
- A child centred approach and 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.
- 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.
- Competent with IT (e.g. Microsoft Office).