**Safeguarding**

**Description and Person Specification**

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| **Role title** | Independent Non-Executive Director Safeguarding |
| **Reports to** | Chair of the board of directors |
| **Renumeration** | This is a voluntary position; an honorarium will be paid alongside meeting expenses. |

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| **Role purpose(s)** | |
| * To ensure Kent FA achieves and retains The FA’s Safeguarding Operating Standard for CFAs. * To ensure the board acts in accordance with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures and any associated guidance including the achievement and retention of The FA Safeguarding Operating Standard. * To be an active board member championing the safeguarding of children, young people (under the age of 18) and adults at risk in all CFA activities. * To recognise and champion that all children and young people in football and all adults at risk are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. | |
| **Direct reports** | N/A |

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| **Time commitment** | Monthly board meetings, additional meetings and support to senior management team.  Approximately 8 hours per month. |

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| **Director key accountabilities** |
| * To ensure the Kent FA always acts in keeping with legislation, statutory guidance and The FA’s Safeguarding Policies and Procedures and the Safeguarding Operating Standard * To ensure the Kent FA safeguarding responsibilities and accountabilities are embedded in the Kent FA strategy, business plan, budget, risk register and operational plan * To ensure the Kent FA enables and provides relevant safeguarding training for the board, staff, volunteers and committee and council members * To ensure all staff role profiles have safeguarding responsibilities embedded in them * To ensure the board receives and scrutinises information on progress against key areas of work, including the independent assessment reports, risks and challenges * To ensure all volunteers are aware of and comply with The FA’s Safeguarding Operating Standard requirements * To check and challenge to ensure that the interests of children and young people are paramount in all Kent FA activities and the best interests of adults at risk are given due consideration * To use the whistle-blowing policy if any concerns are not fully addressed by the Kent FA or the board * Serve as a director of the company and to participate in its strategic management * Execute the responsibilities of a company director in accordance with the Companies Act (2006) and other relevant legislation * Safeguard the interests of the membership and stakeholders of the association * Establish clear objectives to deliver the agreed strategy and business plan and regularly review performance against those objectives * Constructively check, challenge, review and support the development of the Kent FA’s strategy and performance against objectives * Monitor, review and evaluate organisational performance against agreed objectives * Ensure efficient and effective corporate governance * Contribute to constructive debate on all board matters. * Promote equality of opportunity throughout the association. * Oversee the management of risk to the association, including matters of health and safety. * Monitor the financial affairs of the association to ensure the effective use of financial and other resources. * Review and approve annual operating and capital expenditure budgets * Ensure appropriate levels of resources to deliver the strategy * Use expertise, time and connections to support staff * Be a positive ambassador for football in Kent, representing the Kent FA * Act in the best interests of football in Kent and continually seek to improve the football experience for all * Perform other responsibilities as assigned by the board. |

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| **Essential Qualifications and Experience:** | |
| **Essential**   * Safeguarding related qualification, and/or extensive safeguarding sector experience at senior level. | **Desirable**   * Senior management experience |
| * A child-centred belief system and behaviours * Experience of demonstrable and effective governance – and overseeing a strategic approach * Experience of safeguarding or child protection * Experience of working in adult safeguarding * Knowledge and understanding of grassroots or other voluntary activity * Awareness and understanding of The FA’s Safeguarding Policy and Procedures and the Safeguarding Operating Standard for CFAs * Ability to listen effectively * Ability to ask probing questions * Communication skills * Experience of problem-solving * Basic IT skills, including Word and email. * Strategic leadership and management skills. The ability to develop and monitor organisational strategy * Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation * The ability to debate, discuss and challenge in a constructive manner * Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association * An ability to understand financial accounts, management accounts and budgeting * Access to and ability to use, email and the internet * A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the association * An understanding of and a commitment to equality in action * interest in grassroots sport and knowledge & understanding of not for profit organisations. | * An understanding of The FA’s National Game Strategy and how the County FA Business Plans support its delivery. |
| **Enhanced DBS Check required?** | NO |
| **Check required on Companies House disqualified directors’ register?** | YES |

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| **The role holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **Kent FA value** | **Behaviours** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * 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. |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all stakeholders are fully represented and all known obstacles to inclusion are challenged and tackled. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Always seeks to achieve the highest levels of performance. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Role description reviewed and modified by:** | Denise Richmond |
| **Date role description reviewed and modified:** | 11th December 2020 |
| **Role description authorisedby:** | Denise Richmond, Kent FA Chair. |

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