



Lincolnshire Football Association

Recruitment Pack

Designated Safeguarding Officer

Lincolnshire FA – Designated Safeguarding Officer

The Lincolnshire Football Association Limited is seeking to recruit a Designated Safeguarding Officer who will manage our safeguarding work in line with national legislation, FA safeguarding policies, procedures and regulations.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

- 1.) The Role Advertisement
- 2.) The Role Profile
- 3.) How to apply - Application Form

The Designated Safeguarding Officer will operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of The FA's Safeguarding Operating Standard and will work in partnership with the FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently. A full role profile is included in this information pack.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration and professionalism for the role.

The successful applicant will report to the Football Development Manager, and thereafter to the Chief Executive Officer.

The successful applicant will be required to demonstrate knowledge of safeguarding and child protection, and a working knowledge of safeguarding legislation. Experience of collating sensitive and detailed information and compilation of written reports and statements will be essential. It would also be beneficial to have knowledge and understanding of the culture and structure of football, at the grass roots level. The successful applicant will also be computer literate, have excellent presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The Lincolnshire FA is 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.

What can the Lincolnshire FA offer?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme

Hours of work are 35 hours between 9am to 5pm Monday to Friday with occasional evening and weekend working. The position will receive 31 days annual holiday including bank holidays, an initial starting salary of up to £24867 with a six month probationary period.

If any questions arise about the role or clarity is required on the recruitment pack, please contact Adam Thurston, Development Manager: Adam.Thurston@lincolnshirefa.com or 01522 596583.

Closing date for applications is: **5pm on Thursday 6th February 2020, with an interview date to be confirmed.**



Role Profile

Job Title:	Designated Safeguarding Officer (DSO)	Reports To:	Football Development Manager	Salary	Up to £26,138
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Role Purpose:

- Manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;
- Significantly contribute to the implementation of The FA's Safeguarding Operating Standard for CFAs;
- Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.
- Management of the Deputy DSO

Direct Reports: Deputy DSO

Key Accountabilities:

- Operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of The FA's Safeguarding Operating Standard as set out by The FA;
- To link into the senior management team and take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues;
- To provide the Senior leadership team/Board with regular reports on safeguarding activity within the County FA;
- Refer to 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 The 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;
- To manage the Deputy DSO to deliver designated areas of work, including compliance, respect and youth engagement.
- Deal with all 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;
- To utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning;
- Ensure the County FA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, Children's Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments 'Working Together guidance 2018' and any other legislation or statutory guidance that may be introduced;
- Develop strong relationships with key stakeholders;
- Strategically manage effective designated persons networks ; liaising with the Local Authority Designated Officer(s), Local safeguarding Partnerships, Local Safeguarding Adult Boards, Children's and Adults Social Care Services, Police Child Protection Team(s) and supporting youth league and club welfare officers 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;
- Maintain strong links with key FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained updated;
- To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA;
- Co-ordinate CFA 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 and deliver CPD events for existing leagues and club Welfare Officers;
- Ensure that sufficient workshop opportunities are available for new volunteers;
- Ensure that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s).

LFA Values and Behaviours

Behaviours: CFA add own if applicable
<ul style="list-style-type: none"> • Progressive - We embrace new thinking in the pursuit of continuous improvement Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge • Respectful - We set the standards for respectful behaviour across the game Maintaining Standards, Role modelling, Respecting others' opinions and values • Inclusive - We champion and ensure that football is and will remain a game for everyone Championing, Supporting, Including, Leading, Collaborative • Determined - We are tenacious and accountable to each other in serving the whole game and doing the right thing Driven, Stamina, Tenacious, Focused, Resilient • Excellent - The very best outcome can only be achieved by sustained excellence in performance and we are looking for someone who strives for success, excelling, exceeding expectations

Essential Skills:	Desirable Skills:
<ul style="list-style-type: none"> • Knowledge of safeguarding children and/or legislation relating to Adults at Risk; • Experience of working as a designated person; • 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; • Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice; • Flexibility on hours and weekend working; • Ability to use Microsoft Office including Word, Excel and PowerPoint 	<ul style="list-style-type: none"> • Knowledge of safeguarding statutory organisations for both children and adults at risk; • 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 and The FA's Strategic Plan; • Driving licence (to be decided by each CFA); • Recognised qualification in Business Administration or equivalent; • 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 Tourette's.
Enhanced CRC Check Required:	YES
Full Driving Licence:	YES

Application Form

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

Personal Details

Please complete in BLOCK CAPITALS

First Names:

Surname:

Mr / Ms / Mrs or preferred title:

Are you over the age of 18?

Address:

Post Code:

Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)*

*If you do not hold an FA DBS, it will be a requirement for this to be completed before appointment.

Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required

Employment & Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package.

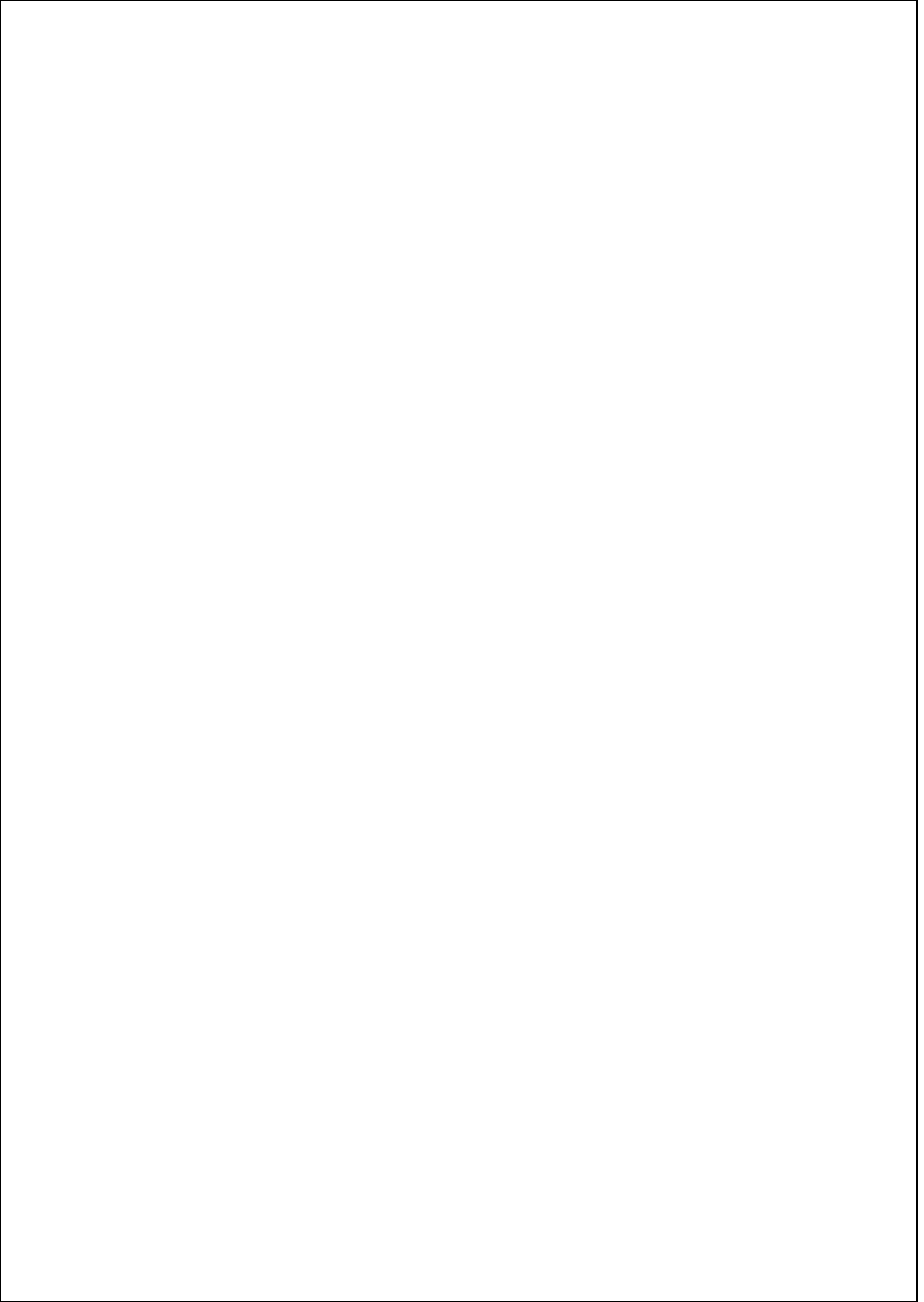
Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/Benefits

Please attach a continuation sheet if required

How do I meet the requirements of the Role as Designated Safeguarding Officer?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.

Continued...



Names and address of Referees

Please give the name and address of two referees, one being your most recent employer

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful what notice period would you have to provide your current employer?

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form before 5pm on Thursday 6th February 2020.

Either email: **adam.thurston@lincolnshirefa.com** or post and address as follows:

Strictly Private & Confidential
Adam Thurston
Football Development Manager
Lincolnshire County FA
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincoln
LN2 2LL

The FA's Equality and Diversity Monitoring Form

The Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the Community it serves. To assist us in monitoring the ethnicity of members we would be grateful if you could complete the following monitoring form. All information detailed will be treated anonymously. Please return this form under separate cover.

SEX AND GENDER

Male ☐

Female ☐

Have you ever been identified as Transgender? Yes ☐ No ☐ Prefer not to say ☐

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 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 ☐

Any other Black background ☐

Other Background

Other ☐

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 that you meet this definition?

Yes ☐

No ☐

If you have indicated yes, please indicate the impairment(s) that you feel applies 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 ☐ Mormon ☐ Sikh ☐
Jehovah's Witnesses ☐ Atheist ☐ No Religion / Faith ☐ 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 ☐

OTHER

Please provide details of any other aspects of equality / diversity you feel are relevant: