



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FOOTBALL ASSOCIATION

DEPUTY DESIGNATED SAFEGUARDING OFFICER APPLICATION PACK

'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'



ROLE DESCRIPTION

| | |
|------------------------|--|
| JOB TITLE: | Deputy Designated Safeguarding Officer |
| REPORTS TO: | Designated Safeguarding Manager |
| SALARY: | £22,000 - £25,000 pro rata 17.5 hours a week |
| ROLE PURPOSE: | <ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy and Lincolnshire FA Business Strategy.• To assist the DSM to manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, procedures and regulations.• To manage safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance.• Significantly contribute to the implementation of The FA's Safeguarding Operating Standard for CFAs with a particular focus on the areas of Compliance, RESPECT and Youth Engagement.• To support the work of DSM to work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.• 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. |
| DIRECT REPORTS: | N/A |
| LOCATION: | Lincolnshire FA Office with opportunity to work at home as agreed with line manager |
| WORKING HOURS: | 17.5 hours a week part time |
| CONTRACT TYPE | Fixed term until 30th June 2024 |

KEY ACCOUNTABILITIES:

GENERAL ROLE AND RESPONSIBILITIES

- Support the County DSM to lead and implement The FA's Safeguarding Operating Standards as set out by the FA.
- Work with The FA Safeguarding Case Management Team (FA SCMT) to refer child abuse and adults at risk concerns to The FA, acting in line with the relevant FA Safeguarding Policy, regulations and guidance
- Record all safeguarding concerns 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.

- To undertake the duties of the DSM when they are absent or away on annual leave.
- To address poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA
- 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)
- Provide training, support and guidance to clubs and leagues on how to manage safeguarding complaints and concerns effectively, with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.
- Identify, develop and maintain strong relationships with key local safeguarding stakeholders.
- 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 Association's activity and grassroots football.
- Work with colleagues to embed safeguarding and equality throughout the Association and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Association's changing priorities
- Undertake additional tasks as required in order to meet CFA's changing priorities
- Ensure compliance with CFA's health and safety policies

COMPLIANCE

- To utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning
- 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.

RESPECT

- Strategically deliver on the National FA RESPECT 'We Only Do Positive' campaign
- Develop strong relationships with Key Stakeholders, such as professional clubs to promote RESPECT
- Arrange and deliver CPD events for leagues and clubs in relation to RESPECT and Youth Engagement

LFA VALUES AND BEHAVIOURS

CFA VALUES AND BEHAVIOURS - The job holder will be expected to understand and work in accordance with the values and behaviours described below

- Acting with **integrity**, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game
- Being **progressive** in all that we do, always looking for ways to continuously improve through giving our staff the **freedom** to innovate will help us best meet the needs of the game
- Being **transparent** in all that we do, will help us build relationships that will stand the test of time as they will be based upon high levels of **trust**
- **Recognising** and rewarding the hard work, **effort**, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated
- The **pride** we have for the work we do drives us to **care** about everyone involved in football in our community as we know this will be key to making our Vision a reality

ESSENTIAL SKILLS:

- 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

DESIRABLE SKILLS:

- 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.



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|--|-------------------------------|
| ENHANCED CRC CHECK REQUIRED: | YES |
| FULL DRIVING LICENCE: | YES |
| JOB DESCRIPTION REVIEWED AND MODIFIED BY AND DATE: | Nick Hanson – 21st March 2022 |
| JOB DESCRIPTION AUTHORISED BY: | Nick Hanson |

HOW TO APPLY

- Complete the Application Form no later than
- Please note that no applications will be accepted after this time.
- Complete the Equality and Diversity Monitoring Form. Please note that completing this form is entirely voluntary.

SELECTION PROCESS

- Interviews will be held on
- If required, second interviews may be held to determine the most suitable candidate for the role.

All applications or discussions regarding the role need to be sent to:

Sarah Pridmore - sarah.pridmore@lincolnshirefa.com / 07973 666778

Chris Funnell - chris.funnell@lincolnshirefa.com / 07562 721526



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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 may 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 |
|-------|---------------------------------------|-------------------------|-------|
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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 (where applicable and relevant).

| Dates | Employers name/nature of business | Job title | Key Responsibilities | Salary/ Benefits |
|-------|-----------------------------------|-----------|----------------------|------------------|
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Please attach a continuation sheet if required

HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

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.





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

Either email: chris.funnell@lincolnshirefa.com or post and address as follows:

Strictly Private & Confidential

Chris Funnell

Head of Football Operations

Lincolnshire FA

Deepdale Enterprise Park

Deepdale Lane

Nettleham

Lincoln

LN2 2LL



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THE FA'S EQUALITY AND DIVERSITY MONITORING FORM

Lincolnshire 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: