



# **LIVERPOOL COUNTY FA RECRUITMENT PACK**

## **BOARD SAFEGUARDING CHAMPION**

October 2021



## ABOUT LCFA

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Liverpool County FA is one of the most prestigious County FAs in the country, serving in excess of 55,000 players, 500 clubs and 3,500 teams.

As the governing body of the game across Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level.

Liverpool County FA is responsible for providing the structure and support that enables players, coaches, volunteers and referees from across Merseyside to develop and enjoy the beautiful game.

Our utmost priority is that every participant is given the opportunity to develop in a progressive and enjoyable football environment.

By promoting 'Football for All', we encourage participation across all sections of society, regardless of age, ability, disability, gender, sexual orientation, race, religion or socio-economic status.

## ABOUT THE ROLE

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An exciting opportunity has arisen on our Board.

We are seeking to recruit an inspiring, dynamic and motivated individual as our new Board Safeguarding Champion to help champion the safeguarding of children, young people (under the age of 18) and adults at risk in all Liverpool County FA activities and grassroots football more broadly.

Liverpool County FA are looking for a highly skilled and knowledgeable individual with a passion for safeguarding who can help Liverpool County FA achieve The FA's Safeguarding 365 Operating Standard for CFAs.

We have a passionate team that works across six Local Authorities: Liverpool, Knowsley, Sefton, St Helens, Warrington & Halton.

This is an incredibly exciting opportunity and a fantastic time to join our team as we continue to transform our organisation and focus on creating football opportunities for all.

Please note this role is voluntary albeit reasonable expenses will be paid.



# HOW TO APPLY

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The closing date for applications is **Wednesday 24 November 2021 at 17:00**. Interviews for the positions will be held during **December 2021** with Liverpool County FA's Chairman, Chief Executive Officer and Designated Safeguarding Officer.

For an informal discussion about Liverpool County FA and the role of Board Safeguarding Champion, please contact:

**Lystra Landon | Designated Safeguarding Officer**

[Lystra.landon@liverpoolfa.com](mailto:Lystra.landon@liverpoolfa.com)

0151 523 4488

**Daniel Green | Chief Executive Officer**

[daniel.green@liverpoolfa.com](mailto:daniel.green@liverpoolfa.com)

0151 523 4488

To apply for the role of Board Safeguarding Champion please submit a CV and covering letter detailing the qualities and attributes you would bring to compliment Liverpool County FA's Board.

Before applying, please see the relevant role profile below for more information. Completed applications can be sent to [recruitment@liverpoolfa.com](mailto:recruitment@liverpoolfa.com) along with a completed Equality & Diversity Form.

All applications should be marked 'Private & Confidential – LCFA Board Safeguarding Champion'.

Liverpool County FA promotes inclusion and values diversity and welcomes applications from everyone. If you have any particular requirements in respect of the recruitment or interview process, please mention this in your application.

*Disclosure and Barring Service Check As this role involves direct access to young people under the age of 18, within the context of the job and any subsequent related activities or responsibilities, the successful candidate will undergo a thorough screening process that will include an enhanced level Disclosure and Barring Service check to ensure their suitability for the role.*

*Liverpool FA is committed to achieving equality and fairness in employment and service delivery and we welcome applications from all sections of the community.*



# JOB DESCRIPTION & SPECIFICATION

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## **Job Purpose(s):**

- To support delivery of Liverpool County FA's Business Strategy.
- To ensure Liverpool County Football Association achieves and retains The FA's Safeguarding 365 Operating Standard for CFAs.
- To ensure the Board acts in accordance with legislation, statutory guidance and The FA's Policies and Procedures and any associated guidance including the achievement and retention of The FA's Safeguarding 365 Operating Standard for CFAs.
- To be an active Board member championing the safeguarding of children, young people (under the age of 18) and adults at risk in all Liverpool County FA activities and grassroots football more broadly.
- To recognise and champion that all children and young people in football and all adults at risk in disability football are entitled to the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity.

## **Job Responsibilities:**

- To ensure Liverpool County FA acts at all times in keeping with legislation, statutory guidance and The FA's Safeguarding 365 Operating Standard for CFAs.
- Ensure Liverpool County FA safeguarding responsibilities and accountabilities are embedded in the CFA Strategy/Business Plan/Budget/Risk Register and Operational Plan.
- To ensure Liverpool County FA enables and provides relevant safeguarding training for the Board, staff, volunteers and members.
- To ensure all staff role profiles have safeguarding responsibilities embedded in them.
- To ensure the Board receives information on progress against key areas of work, including risks and challenges.
- To ensure all volunteers are aware of and comply with The FA's Safeguarding 365 Operating Standard requirements.
- To check and challenge to ensure that the interests of children and young people are paramount in all Liverpool County FA activities and the best interests of adults at risk are given due consideration in disability football.
- To use the whistle-blowing policy if any concerns are not fully addressed by Liverpool County FA or the Board.



### **Qualifications:**

- Degree (or equivalent/significant professional experience) in the fields of Safeguarding, Education and/or Social Work.

### **Skills:**

- Excellent IT skills, including the use of Microsoft Office applications.
- Ability to use data to monitor and evaluate programmes.
- Ability to ask probing questions.
- Influencing skills to champion change.
- Presentation skills.
- First class non-executive skills.
- Strong and trusting relationships in a multi-stakeholder environment.

### **Knowledge & Experience**

- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Basic understanding of Liverpool County FA's safeguarding structure and procedures.
- Strategic insight into safeguarding and child protection issues.
- Basic knowledge of Liverpool County FA's policy and procedures related to safeguarding and protecting children, young people and adults at risk.
- Basic knowledge of Liverpool County FA's role and responsibilities to safeguard the welfare of children, young people and adults at risk.
- Knowledge of roles and responsibilities of local statutory agencies
- Knowledge of equality issues and child protection.
- Knowledge of core legislation, government guidance and national framework for child protection and adults at risk.

**Enhanced DBS Check required?** Yes

**Clean, full driving license required?** Yes

**Check required on Companies House disqualified Directors' Register?** Yes

The successful applicant will be expected to work in accordance with the values of Liverpool County FA at all time.

### **Liverpool County FA Values & Behaviours**

- **Teamwork**
- **Inclusivity**
- **Passion**
- **Integrity**

Job Description authorised by: **Daniel Green, Chief Executive Officer**

Date Job Description authorised: **October 2021**

Signed by job holder

(on appointment) .....