

Liverpool County

Football Association

**Designated Safeguarding Officer**

**(DSO)**

Recruitment Pack

Liverpool FA – Designated Safeguarding Officer

As the governing body of the game in Merseyside, Liverpool County FA is responsible for setting high standards and values throughout the game at every level. The County FA is responsible for providing the structure and support that enables our players, coaches, volunteers and referees to develop and enjoy the game.

This is an exciting time to be joining the team as Liverpool County FA and we are seeking to recruit an inspiring, dynamic and motivated Designated Safeguarding Officer (DSO) who will manage our safeguarding work in line with national legislation, FA safeguarding policies, procedures and regulations. The successful applicant will report directly to the Chief Executive Officer.

The DSO will lead the implementation and delivery of all safeguarding policy and procedures within Liverpool County FA, accountable for all relevant areas of The FA’s Safeguarding Operating Standard. The successful applicant will be required to demonstrate thorough knowledge of safeguarding and child protection as well as a working knowledge of safeguarding legislation.

Liverpool County FA are looking for a candidate with experience of collating sensitive and detailed information as well as experience in the compilation of high-quality written reports and statements. A knowledge and understanding of the culture and structure of football, particularly grassroots football, would be beneficial.

The successful applicant will also be required to work proactively in partnership with the FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently. Evening and weekend work will be expected from time to time.

The following recruitment pack provides all the relevant information to assist perspective individuals with their application.

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

To join our talented and passionate team, the successful candidate must be able to demonstrate a strong 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.

Liverpool County 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.

**What can the Liverpool County FA offer?**

* An exciting opportunity to join a passionate and forward-thinking governing body
* A competitive salary and benefits package
* A rare opportunity to work with key stakeholders across the grassroots and professional game
* A commitment to continuous personal development

This post is offered on a Full-Time basis (35 hours per week Monday to Friday) with occasional evening and weekend working. The successful candidate will receive 20 days holiday p/annum excluding Bank Holidays.

A salary starting at £27,000 p/annum is on offer, dependent on experience.

**For further information or a** [**conversation**](https://englishfa-my.sharepoint.com/personal/alice_watson_thefa_com/Documents/Safeguarding/Year%203/SOS%20CFA%20RM%20Intelligence%20report%202020-21%20template.pptx?web=1) **about the role please contact David Pugh**

**David.pugh@liverpoolfa.com**

**Please note the closing date for applications is: 5pm Friday 12th Feb 2021**

**Interviews Scheduled for Tuesday 23rd Feb 2021**

**Job Description & Person Specification**

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| **Job Title** | **Designated Safeguarding Officer** |
| **Reports to** | Senior Safeguarding Lead (Chief Executive Officer) |

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| **Job Purpose** |
| * To support delivery of The FA National Game Strategy and Liverpool County FA Business Strategy.
* To manage Liverpool County FA’s safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
* To manage safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance.
* To significantly contribute to implementing and maintaining The FA’s Safeguarding Operating Standard for County FAs and driving safer practice in grassroots football.
* To support the adoption of FA technology systems across grassroots football.
* To comply with FA rules, regulations, policies, procedures and guidance that is in place from time to time.
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| **Direct Reports** | n/a  |

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| **Location** | Liverpool County FA, Walton Hall Park, Liverpool, L4 9XP and LCFA Sefton CIC, Drummond Rd, Thornton, Sefton, L23 9YP |
| **Working hours** | 35 hours |
| **Contract type**  | Permanent  |

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| **Responsibilities** |
| * Operationally lead the implementation and delivery of safeguarding within Liverpool County FA, accountable for all relevant areas of The FA’s Safeguarding Operating Standard for County FAs.
* Track and ensure ongoing compliance with The FA’s Safeguarding Operating Standard for County FAs measures, policies and procedures.
* Support the Senior Management Team and take a dynamic and strategic approach to safeguarding delivery within Liverpool County FA, raising awareness and providing organisational support and direction to colleagues.
* Work with the Chief Executive Officer to provide the Board with regular reports on safeguarding activity within Liverpool County 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.
* Manage all safeguarding poor practice concerns and complaints referred to Liverpool County FA, with a focus on timeliness and outcomes in line with FA policy, regulations and guidance.
* Provide training, support and guidance to clubs and leagues on how to manage safeguarding complaints and concerns effectively, with an outcomes-based approach in line with FA policy, regulations and guidance.
* Use FA IT systems to monitor safeguarding compliance across the grassroots volunteer network to manage risk and assist in strategic planning.
* Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.
* Ensure Liverpool County FA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, Children’s Act, Protection of Freedoms Act (Criminal Record Checks), the Government’s ‘Working Together guidance 2018’ and any other legislation or statutory guidance that may be introduced.
* Identify, develop and maintain strong relationships with key local safeguarding stakeholders, locally, regionally and nationally.
* Strategically manage effective Club Welfare Officer networks; liaising with the Local Authority Designated Officers, Local Safeguarding Partnerships, Local Safeguarding Adult Boards, Children’s and Adults Social Care Services, Police Child Protection Teams and support Club Welfare Officers (youth, adults and disability teams) 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, providing regular updates to the Chief Executive Officer on progress against the work programme and Performance Development Review.
* 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 Liverpool County FA’s activity and grassroots football.
* Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to Liverpool County FA and to check on the culture and safeguarding practice.
* Coordinate and deliver CPD events for Club and League Welfare Officers.
* Ensure that enough safeguarding and welfare officer workshop opportunities are available for new volunteers.
* Ensure that any individual helping with any Liverpool County FA event involving children and adults at risk is suitably DBS-checked, trained and understands their responsibilities at the event.
* Work with colleagues to embed safeguarding and equality throughout Liverpool County FA and grassroots football.
* Provide the highest level of customer excellence to support volunteers across FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday App and Full-Time).
* Execute tasks as required in order to meet Liverpool County FA’s changing priorities.
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| **Person Specification** |
| **Qualifications** |
| **Essential** * Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role
 | **Desirable** * Completion of recognised Designated Safeguarding Officer Training Level 2 & 3
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| **Skills** |
| **Essential*** A child-centred approach and the ability to maintain this perspective and apply common sense
* Clarity about what constitutes poor practice and abuse and how to manage cases effectively
* Ability to deal constructively with people’s emotions (e.g. upset, distress, conflict, animosity)
* Capacity to handle confidential data/information sensitively
* Ability to promote safer practice and the importance of safe and fun football environments
* Outstanding team-working skills
* Exceptional communication, interpersonal and influencing skills
* Effective prioritisation and time-management skills
* Competent in the use of IT including Microsoft Office applications
 | **Desirable*** Effective presentation and facilitation skills
* Ability to de-escalate heated and challenging situations
* Experience of interviewing children and or adults in relation to allegations
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| **Knowledge and Experience** |
| **Essential*** Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk
* Experience of working in a designated safeguarding role
* Experience of writing reports and compiling case related evidence and information
* Demonstrate a working knowledge of inclusion, equality and anti–discrimination
* Working knowledge of the roles of statutory agencies role in safeguarding children and adults at risk
* Experience of implementing policies, protocols and guidance
 | **Desirable*** Knowledge of the structure and partner organisations within football both nationally and within the County FA locality
* Knowledge of The FA’s National Game Strategy
* Working knowledge of FA systems such as Whole Game System, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM)
* Knowledge and understanding of diverse faiths, communities and cultures
* Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s syndrome
* Knowledge and understanding of working with volunteers
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| **Enhanced DBS Check Required** | YES |
| **Clean Full Driving Licence** | YES |

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| **Liverpool FA Values** | **Behaviours** |
| **ENTHUSIASM** | WE WILL HAVE A POSITIVE APROACH AND DESIRE TO MEET THE NEEDS OF OUR FOOTBALL COMMUNITY |
| **PROFESSIONALISM** | WE WILL PROVIDE A HIGH-QUALITY SERVICE THAT SERVE OUR FOOTBALL COMMUNITY |
| **FAIR** | WE ARE COMMITTED TO PROMOTING EQUALITY BY TREATING PEOPLE FAIRLY AND WITH RESPECT |
| **PASSIONATE** | WE WILL UPHOLD THE ARDENT LOVE OF FOOTBALL WITHIN MERSEYSIDE AND ENSURE IT IS CELEBRATED |
| **TEAMWORK** | WE WILL WORK TOGETHER WITH ALL OF OUR FOOTBLL COMMUNITY TO PROVIDE FOOTBALL FOR ALL |
| **COMMUNITY** | WE WILL PROVIDE A SENSE OF BELONGING AND TOGETHERNESS FOR ALL INVOLVED IN FOOTBALL IN MERSEYSIDE |

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| **Job Description reviewed and modified by:** | David Pugh |
| **Date Job Description reviewed and modified:** | 15.01.21 |
| **Job Description authorised by:** | I Wild  |

Application Form

The decision to invite you to attend for interview will be based on the information you provide on this form. Liverpool County 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.

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| **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.

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| **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 as Designated Safeguarding Officer?

Please outline in **1000 words** 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.

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**Names and address of Referees**

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

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|  | **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 via email before **5pm on Friday 12th Feb 2021**

Completed applications should be marked ‘Private & Confidential – **DSO Job Application’ and emailed to** **chairman@liverpoolfa.com**

### 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: