

# DESIGNATED SAFEGUARDING OFFICER RECRUITMENT PACK



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If you need any additional information or have any questions about this role you can contact **COLIN BRIDGFORD** on **[COLIN.BRIDGFORD@MANCHESTERFA.COM](mailto:COLIN.BRIDGFORD@MANCHESTERFA.COM)**



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# WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our city which is steeped in football tradition and history across all levels of the game.

**"FOR A BETTER  
GRASSROOTS  
GAME IN GREATER  
MANCHESTER"**

# ROLE DESCRIPTION

## DESIGNATED SAFEGUARDING OFFICER

### Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

### What is the role?

We are looking for a dynamic, self-motivated individual with a 'can do' attitude who wants to make a positive contribution to grassroots football in Greater Manchester. The successful applicant will need to be able to demonstrate, both in their application and at interview, their ability to deliver within Manchester FA's three core values: 'Passionate, Inspiring and Professional'.

### Role Purpose

- To support delivery of The FA Grassroots Football Strategy and Manchester FA Business Strategy.
- To manage the Manchester FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To manage safeguarding and child and adults at risk 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 365 Standard for County FAs and driving safer practice and culture 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 are in place from time to time.

Application Deadline **31 MARCH 2023**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **COLIN BRIDGFORD** on **COLIN.BRIDGFORD@MANCHESTERFA.COM**



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# APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact [Paul.Roots@ManchesterFA.com](mailto:Paul.Roots@ManchesterFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

## **Safeguarding is at the Heart of What we do!**

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Disclosure and Barring Service (DBS) Check will be completed with employment and character references requested before employment is offered.

## KEY DATES

**APPLICATION CLOSING DATE: 31MARCH 2023**

**INTERVIEWS: W/C10 APRIL 2023**

# INDIVIDUAL ROLE PROFILE

## DESIGNATED SAFEGUARDING OFFICER

Manchester FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

<b>Role Title</b>	Designated Safeguarding Officer
<b>Reports To</b>	Chief Executive Officer & Senior Safeguarding Lead
<b>Direct Reports</b>	Safeguarding Administrator (PT)
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>- To support delivery of The FA Grassroots Football Strategy and Manchester FA Business Strategy.</li><li>- To manage the Manchester FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.</li><li>- To manage safeguarding and child and adults at risk protection concerns in a timely manner and in line with FA requirements and guidance.</li><li>- To significantly contribute to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs and driving safer practice and culture in grassroots football.</li><li>- To support the adoption of FA technology systems across grassroots football.</li><li>- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li></ul>
<b>Salary Band</b>	£27,000 - £33,000
<b>Time commitment</b>	37.5 Hours per week
<b>Location</b>	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Operating Hours: 7am-10pm (Mon-Sun)

## RESPONSIBILITIES

### What will you do?

- Operationally lead the implementation and delivery of safeguarding within the Manchester FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.
- Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- To play an effective role as part of the senior management team. taking a dynamic and strategic approach to safeguarding delivery within the Manchester FA, raising awareness and providing organisational support and guidance to colleagues.
- Provide the senior management team with regular reports on safeguarding activity within the Manchester FA.
- Refer to The FA Safeguarding Case Management Team (FA SCMT) child abuse and adults at risk concerns, acting in line with the relevant FA safeguarding policy, regulations and guidance.



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- Ensure all safeguarding concerns are recorded 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.
- Deal with all low-level concerns and complaints with a focus on timeliness and outcomes and 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 the Manchester 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.
- 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 Senior Safeguarding Lead 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 low-level concerns, 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 Manchester 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 the Manchester FA and to check on the culture and safeguarding practice.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Promote FA safeguarding and welfare officer courses to clubs and volunteers.
- Ensure that any individual helping with any Manchester FA event involving children and adults at risk is suitably DBS-checked, trained and understand their responsibilities at the event.
- Work with colleagues to embed safeguarding and equality throughout Manchester FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (England Football Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Manchester FA changing priorities.



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# PERSON SPECIFICATION

## Essential (Required to fulfil the role)

### QUALIFICATIONS

Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role. There is an expectation that the individual will have either a qualification and/or experience from a wider safeguarding role or aligned profession – i.e. a role with safeguarding responsibilities as a teacher, with the police, the probation service, or as a council officer/school/ youth work/ worker. Safeguarding responsibilities, would include overseeing implementation of safeguarding policies and procedures at a strategic level.

### SKILLS

A child-centred approach and the ability to maintain this perspective and apply common sense. Clarity about what constitutes low-level concerns, 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.

### KNOWLEDGE & EXPERIENCE

Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.

Working knowledge of and/or 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 in safeguarding children and adults at risk.

Experience of implementing policies, protocols and guidance.

Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

### QUALIFICATIONS

Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.

### SKILLS

Effective presentation and facilitation skills.

Ability to de-escalate heated and challenging situations.

Experience of interviewing children and or adults in relation to allegations.

### KNOWLEDGE & EXPERIENCE

Knowledge of The FA's Grassroots Football and Safeguarding Strategies.

Working knowledge of FA systems such as Whole Game System, Platform for Football, 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.

## Desirable (Beneficial, but can be learned in role)

## Values

**PASSIONATE**  
**INSPIRING**  
**PROFESSIONAL**



# APPLICATION FORM

## DESIGNATED SAFEGUARDING OFFICER

Please return this completed application form and completed equality monitoring form [HERE](#) to [INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM) before 31 MARCH 2023. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Colin Bridgford. Chief Executive Officer & Senior Safeguarding Lead. House of Sport Manchester, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES ☐ NO ☐

Do you have access to your own personal transport?

YES ☐ NO ☐

Do you currently have an in-date FA DBS check?

YES ☐ NO ☐

Completion of a FA DBS check will be required before starting the role.

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES ☐ NO ☐



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# EDUCATION & TRAINING

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

Dates	Place of Learning	Course or Qualification	Grade

# EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities / Achievements

# INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

# MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member.

Membership Body	Membership Type



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# HOW I MEET THE REQUIREMENTS

## DESIGNATED SAFEGUARDING OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact [Paul.Roots@ManchesterFA.com](mailto:Paul.Roots@ManchesterFA.com) who can arrange for reasonable adjustments to be made for your application.

**Please explain why you think you are well suited to meet the purpose of this role? (5000 characters)**

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

**Please detail your levels of experience in managing organisational Safeguarding policies and procedures? (2500 characters)**

**Please describe your experience of working with Statutory agencies in managing Safeguarding and or Welfare of Children and or Vulnerable Adults? (2500 characters)**

**Please explain your experience writing executive / board reports, and your ability to use data and insight to drive tactical plans? (2500 characters)**

**How do I meet the values of Manchester FA?**

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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# ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

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

If you were successfully appointed to the role what annual salary would be looking to obtain?

## REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to You		

### 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

The final date for consideration of applications is 31 March 2023  
Either email: [Colin.Bridgford@ManchesterFA.com](mailto:Colin.Bridgford@ManchesterFA.com)

Or post and address as follows:  
Strictly Private & Confidential  
Colin Bridgford - CEO & Senior Safeguarding Lead  
House of Sport Manchester  
Gate 13 Rowsley Street  
Etihad Campus  
Manchester  
M11 3FF



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