



## Job Description and Person Specification

<b>Job title</b>	Designated Safeguarding Officer
<b>Reports to</b>	Head of Football Services

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"><li>To support delivery of The FA National Game Strategy and Middlesex FA (“MFA”) Business Strategy.</li><li>To manage the MFA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.</li><li>To manage safeguarding and child 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 Operating Standard for County FAs and driving safer practice 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>Direct reports</b>	N/A

<b>Location</b>	Office/Home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county
<b>Working hours</b>	35 hours per week. Flexible working hours between 8:00am – 6:00pm with a minimum requirement of two days in the office per week.
<b>Contract type</b>	Permanent
<b>Starting salary</b>	£28,000 per annum

<b>Responsibilities</b>
<ul style="list-style-type: none"><li>Operationally lead the implementation and delivery of safeguarding, being accountable for relevant areas of The FA’s Safeguarding Operating Standard for MFA.</li><li>Track and ensure ongoing compliance with The FA’s Safeguarding Operating Standard for MFA measures, policies and procedures.</li><li>Support the Senior Management Team and take a dynamic and strategic approach to safeguarding delivery within MFA raising awareness and providing organisational support and direction to colleagues.</li><li>Work with the Head of Football Services to provide the Board with regular reports on safeguarding activity within MFA.</li><li>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.</li><li>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.</li><li>Manage all safeguarding poor practice concerns and complaints referred to MFA with a focus on timeliness and outcomes in line with FA policy, regulations and guidance.</li><li>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.</li></ul>



- 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 MFA 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 line manager 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 MFA’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 MFA and to check on the culture and safeguarding practice.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Ensure that any individual helping with any MFA 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 MFA 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 MFA changing priorities.

Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Safeguarding qualification and/or relevant experience in a child protection, safeguarding or a welfare role.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Completion of recognised Designated Safeguarding Officer training at Level 2 &amp; 3.</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• A child-centred approach and the ability to maintain this perspective and apply common sense.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Effective presentation and facilitation skills.</li> </ul>



<ul style="list-style-type: none"> <li>• Clarity about what constitutes poor practice and abuse and how to manage cases effectively.</li> <li>• Ability to deal constructively with people’s emotions (e.g. upset, distress, conflict, animosity).</li> <li>• Capacity to handle confidential data/information sensitively.</li> <li>• Ability to promote safer practice and the importance of safe and fun football environments.</li> <li>• Outstanding team-working skills.</li> <li>• Exceptional communication, interpersonal and influencing skills.</li> <li>• Effective prioritisation and time-management skills.</li> <li>• Competent in the use of IT, including Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to de-escalate heated and challenging situations.</li> <li>• Experience of interviewing children and or adults in relation to allegations.</li> </ul>
<b>Knowledge and experience</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.</li> <li>• Experience of working in a designated safeguarding role.</li> <li>• Experience of writing reports and compiling case related evidence and information.</li> <li>• Demonstrate a working knowledge of inclusion, equality and anti-discrimination.</li> <li>• Working knowledge of the roles of statutory agencies in safeguarding children and adults at risk.</li> <li>• Experience of implementing policies, protocols and guidance.</li> <li>• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Knowledge of The FA’s National Game Strategy.</li> <li>• Working knowledge of FA systems such as Whole Game System, Electronic Safeguarding, Assessment (ELSA) and Customer Relationship Management (CRM).</li> <li>• Knowledge and understanding of diverse faiths, communities and cultures.</li> <li>• Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette’s syndrome.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required</b>	YES
<b>Clean, full driving licence?</b>	YES



**The job holder will be expected to understand and work in accordance with the values and behaviours described below**

FA value	Behaviours
COMMITTED	We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.
CREATIVE	We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.
COLLABORATIVE	We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.
CONNECTED	To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.

**Benefits of working at Middlesex FA**

- Flexible working, combining office and home locations to suit your needs and the business
- Workplace pension scheme
- A day off on your birthday
- Access to the cycle to work scheme
- Free Nike Staff Uniform every year
- Employee Assistance Programme
- Customer Service Awards
- Access to FA Cup Final Tickets and England Tickets at Wembley
- Additional time of over Christmas
- Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more)
- 2 Volunteering days a year (to take place in Middlesex)
- Personal Development Budgets
- Professional Development Plan
- 20 days annual leave as standard
- Additional Days leave after 5 years' service
- 15% Staff Discount at Rectory Park

<b>How to apply</b>	Submit your CV and Cover Letter on the link below. <a href="https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=a809dea6-e5c1-4915-bd66-612003f989aa">https://middlesexfa.peoplehr.net/Pages/JobBoard/Opening.aspx?v=a809dea6-e5c1-4915-bd66-612003f989aa</a>
<b>Deadline for applications</b>	18 <sup>th</sup> March 2022



<b>Interview Date</b>	29 <sup>th</sup> March 2022
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<b>Date job description reviewed and modified:</b>	16/02/2022
<b>Job description authorised by:</b>	Leigh O'Connor

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.