



## Role Profile

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| <b>Job Title:</b>   | <b>Assistant Designated Safeguarding Officer</b> |  |             |
| <b>Reports To:</b>  | <b>Designated Safeguarding Officer</b>           | <b>Jobs Reporting into the Job Holder:</b> | <b>None</b> |
| <b>1. Job Purpose</b>   |  |  |             |
| <ul style="list-style-type: none"> <li>▪ Administer all day-to-day aspects relating to safeguarding children and adults at risk within the County in line with legislation and FA policy, regulations and guidance</li> <li>▪ To support the delivery of the National Game Strategy</li> <li>▪ To administer Northumberland FAs equality, anti-discrimination and respect work in line with FA policy and strategy</li> </ul>   |  |  |             |
| <b>2. Principal Accountabilities/Responsibilities</b>   |  |  |             |
| <ul style="list-style-type: none"> <li>▪ Administer referrals to FA Case Management, child protection and adults at risk abuse concerns and take action(s) in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team..</li> <li>▪ Administer all referrals are recorded on the 'ELSA' case management system and securely retained in accordance with FA regulations, policies and data protection legislation</li> <li>▪ Respond to all poor practice concerns relating to children and adults at risk cases in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording concerns on ELSA and seeking guidance from the FA Safeguarding Team as required.</li> <li>▪ To address poor behaviour and raise standards in grassroots football</li> <li>▪ Administer the management of Northumberland FAs IAG</li> </ul> |  |  |             |
| <b>3. Knowledge/Experience/Technical Skills/Behaviours</b>  |  |  |             |



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| <b>Essential:-</b>   | <b>Desirable:-</b>   |
| <ul style="list-style-type: none"> <li>▪ A child centred approach and the ability to maintain this perspective</li> <li>▪ Experience of writing reports and compiling case file information</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 best practice and the importance of a safe and fun environment</li> <li>▪ Demonstrates a working understanding of inclusion, equality and anti -discrimination, safeguarding and best practice</li> <li>▪ Flexibility on hours and weekend working</li> <li>▪ Ability to use Microsoft Office including Word, Excel and PowerPoint</li> </ul> | <ul style="list-style-type: none"> <li>▪ Knowledge of safeguarding statutory organisations</li> <li>▪ Knowledge of safeguarding children and/or vulnerable group's legislation</li> <li>▪ Clarity about what constitutes poor practice and what is abusive behaviour</li> <li>▪ Experience of implementing policies, protocols and guidance</li> <li>▪ Knowledge and understanding of the culture and structure of football (or another sporting body)</li> <li>▪ Knowledge of The FA's National Game Strategy</li> <li>▪ Driving licence</li> </ul> |
| <b>b) Behaviours – as defined in County Football Association Competency Model</b>  |  |
| <ul style="list-style-type: none"> <li>• Accountable</li> <li>• Professional</li> <li>• Teamwork</li> <li>• Respectful</li> </ul>  |  |



#### Further Information

**a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities?**  
**YES**

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope

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|-------------------------------|---|
| <b>Completed by Name/Role</b> | John Ackerley – Chief Executive Officer |
| <b>Signature</b>              |   |
| <b>Date</b>                   | 15 May 2018                             |

**This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.**