



Nottinghamshire Football Association – Safeguarding & Welfare Support Officer – Role Profile

Job title:	Safeguarding & Welfare Support Officer		
Reports to:	Business Development Manager	Jobs reporting into the job holder:	None

1. Job purpose
<ul style="list-style-type: none"> o To provide proactive administration and support to deliver The Safeguarding Operating Standard. o Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently. o Work closely with the Designated Safeguarding Officer (DSO) to provide appropriate administration support.
2. Principal accountabilities/responsibilities
<ul style="list-style-type: none"> o Support the Designated Safeguarding Officer (DSO) with Safeguarding cases across Nottinghamshire and undertake associated administration. o Co-ordinate CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA. o Support the organisation to identify the requirements for provision of Safeguarding Children and Welfare Officer Workshops. o Deal with telephone and email enquiries; providing a very high level of customer service to internal and external customers. o To produce, monitor and maintain reports via the Whole Game System action has required in a timely manner. o Refer to FA Case Management Safeguarding children 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. o Ensure all safeguarding referrals are recorded within The FA's Case Managements system and securely retained in accordance with FA regulations, policies and data protection legislation. o Deal with poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA's Recording Systems and seeking guidance from the FA Safeguarding Team as required.

- Utilise FA IT systems to monitor safeguarding compliance across the grassroots volunteer network and assist in strategic planning.
- Ensure the County FA is compliant with safeguarding legislation e.g. Data Protection (and GDPR when introduced in May 2018), Children's Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks), the Governments 'Working Together guidance 2015' and any other legislation or statutory guidance that may be introduced.
- Develop strong relationships with key stakeholders.
- Support the Designated Safeguarding Officer (DSO) to manage an effective designated persons network; liaising with the Local Authority Designated Officer(s), Children's Social Care, Police Child Protection Team(s) and supporting youth league and club welfare officers 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.
- To support addressing poor behaviour and raise standards in grassroots football, promote safeguarding and creating a culture that celebrates good practice across the County FA.
- Co-ordinate CPD events for existing leagues, clubs and volunteers.
- Record that any individual helping with any CFA event(s) involving children is suitably trained and is aware of their responsibilities at the event(s).
- Support the coordination of County (IAG) Inclusion Advisory Group, setting up meetings and ensuring programmes agreed are delivered.
- Co-ordinate the work of the County FA to maintain National Equality Standard – Foundation level, and work towards the next level.

2. Knowledge/experience/technical skills/behaviours

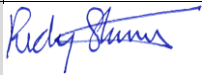
Essential

- Proven track record of providing support in a similar role.
- Significant experience of using Microsoft Office including Word, Excel, PowerPoint and Outlook in a previous role.
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.
- Experience of managing website content, e-newsletters and other form of modern communication.
- Knowledge of safeguarding children and/or vulnerable group's legislation.
- A child centred approach and the ability to maintain this perspective.
- Clarity about what constitutes poor practice and what is abusive behaviour.
- Capacity to handle confidential data/information sensitively.
- Ability to promote best practice and the importance of a safe and fun environment.
- Flexibility on hours and weekend working.

Desirable

- Knowledge of the FA National Game Strategy.
- Recognised qualification in Business Administration or equivalent.
- Knowledge and experience of FA Safeguarding practices and procedure or equivalent safeguarding knowledge.
- Working knowledge of FA systems such as; Whole Game System and CRM.
- Driving licence.

4. Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Progressive • Respectful • Inclusive • Determined • Excellent 	<ul style="list-style-type: none"> • Teamwork • Inspiration • Integrity • Reliability • Empathy
<p>Further Information</p> <p>Will the job-holder be in regulated activity with children and young people under the age of 18 within the context of this job or any subsequent related activities or responsibilities?</p> <p>YES /NO</p> <p>Where the answer to the above question is YES the following wording will be included in any advertisement</p> <p><i>“As this role involves regulated activity with children or young people under the age of 18, 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.”</i></p>	

Completed by Name/Role:	Ricky Stevenson, Business Development Manager
Signature:	
Date:	23/1/18