



SHEFFIELD & HALLAMSHIRE COUNTY FA **APPLICATION PACK**

Deputy Designated Safeguarding Officer and
Behaviour Improvement Coordinator



ABOUT US

The [Sheffield & Hallamshire County Football Association](https://www.sheffielddfa.com) is a non-profit organisation and we are responsible for the development, administration and governance of all affiliated football within a 20-mile radius of Sheffield Cathedral.

Founded in 1867, we are the oldest County Football Association in the world. We are proud of our heritage and as the home of football, we aim to provide a safe and inclusive environment where everyone can achieve their football aspirations.

With over 50,000 registered players, we support football and ensure everyone who participates has a great experience – regardless of gender, sexuality, ethnicity, ability or disability, faith or age.

We truly believe that grassroots football should be accessible to everyone and has the power to change people's lives for the better.

OUR MISSION: To change lives through football.

OUR VISION: To unite communities, tackle inequalities and improve the health of the Sheffield and Hallamshire region.



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Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3LT



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THE ROLE

We're looking for a passionate and organised individual to join our team as Deputy Designated Safeguarding Officer and Behaviour Improvement Coordinator.

You'll play a key role in promoting safer football by supporting clubs, leagues and volunteers with safeguarding, improving behaviour standards and ensuring compliance with The FA's safeguarding requirements. Working closely with the Designated Safeguarding Officer, you'll help manage safeguarding concerns, deliver positive behaviour initiatives, and use insight and technology to support the growth of inclusive, positive and enjoyable grassroots football across Sheffield & Hallamshire.

You'll also lead the implementation of The FA's Safeguarding 365 Standard for County FAs, helping to ensure the game is safe, inclusive and well governed across the county.

We're looking for someone with experience in safeguarding or welfare, excellent organisational and communication skills, and a commitment to making a positive difference in grassroots football.

This is an exciting opportunity to join our team and support the delivery of [The FA Grassroots Football Strategy](#) and [Sheffield & Hallamshire County FA's Business Strategy](#).

This is a full-time position (35 hours per week), fixed until 30 June 2028, with a salary of £23,920 per annum. The role includes occasional evening and weekend work to support the needs of the organisation.

The role is based at our offices at Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL, with the flexibility of our hybrid working model.

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JOB DESCRIPTION

Job title	Deputy Designated Safeguarding Officer and Behaviour Improvement Coordinator
Reports to	Designated Safeguarding Officer
Location	The role will be based at the County FA Offices – Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL. However, home working is a feature of this position. The post holder may be required to attend meetings and training away from the office.
Working hours	The role will be 35 hours per week, Typical working hours will be Monday to Friday. However, in order to meet the needs of the business and its customers Evening and weekend work will be required.
Salary	£23,920
Contract type	This is a full-time role, fixed term to 30 th June 2028

Job purpose

- Support the delivery of The FA National Game Strategy and the Sheffield & Hallamshire County FA Business Strategy.
- Significantly contributes to implementing and maintaining The FA's Safeguarding 365 Standard for County FAs, driving safer practice in grassroots football.
- Drive mandatory safeguarding compliance in Sheffield & Hallamshire.
- Lead the promotion of positive behaviour, reinforcing good practice and reducing poor behaviour.
- Support the adoption of FA technology systems across grassroots football.
- Comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Job responsibilities

Safeguarding

- Support the implementation and delivery of safeguarding within Sheffield & Hallamshire County FA in line with The FA's safeguarding operating standards.
- Manage all safeguarding poor practice concerns and complaints referred to SHCFA with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.

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- Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- 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 action to address non-compliance.
- Provide support to clubs and leagues on how to manage safeguarding within their organisations, including DBS, handling complaints and managing concerns.
- Support the Designated Safeguarding Officer to manage low level safeguarding concerns reported to Sheffield & Hallamshire County FA.
- Co-ordinate the County's Club safeguarding validation visits in line with the safeguarding operating standards and to undertake Safeguarding validation visits.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk.
- Safeguarding Risk-assess all events and activity for under-18s and Adults at Risk and where SHCFA directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place.
- Ensure suitable Approved Venue Checks and Health & Safety Risk-assessments and are in place for SHCFA led events, activities, leagues or competitions.
- Support organisations and volunteers with applications to the FA Disclosure and Barring Service
- Support communications with stakeholders to ensure that children, young people (under 18), and adults at risk involved in youth and open-age grassroots football are aware of safeguarding processes and understand how to raise concerns about their wellbeing, safety, or welfare.

Behaviour Improvement

- 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 safe working practice across the Sheffield & Hallamshire County FA's activity and grassroots football.
- Work with partner clubs, leagues and colleagues to establish consistent standards and reporting of poor behaviour across the County.
- Implement national initiatives to address poor behaviour, including targeted responses for repeat offenders (e.g. the Behaviour Improvement Programme).
- Create and support campaigns and interventions that recognise and reward good behaviour at all levels of the game.
- Use behavioural insight, discipline data, and participant feedback to shape, target and refine interventions.





Football Administration

- Support football administration for the County FA's network of volunteers within clubs and leagues.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app, Club and Competition Portal, and Full Time).

PERSON SPECIFICATION

Person specification

Qualifications

Essential

- GCSEs (or equivalent) in English and Maths at Grade 4/C or above.
- Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role.

Desirable

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

Skills

Essential

- Ability to work independently and as part of a team.
- Excellent organisational skills and the ability to prioritise workload effectively.
- Ability to handle confidential information sensitively.
- Excellent problem-solving and decision-making skills.
- Ability to communicate effectively and in a manner appropriate to the audience.

Desirable

- 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).
- Ability to promote safer practice and the importance of safe and fun football environments.





- Commitment to delivering exceptional standards of customer service.
- Excellent IT skills, including the use of Microsoft Office applications.
- Attention to detail and an ability to manage accurate recording and reporting of information.

Knowledge and experience

Essential

- Knowledge and understanding of working with volunteers.
- Administrative experience
- Experience of writing reports and compiling case related evidence and information.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.
- Knowledge of The FA's National Game Strategy.
- Knowledge and understanding of working with volunteers.
- Understanding of FA Platforms

Enhanced DBS Check required?

YES

Check required on Companies House disqualified directors' register?

YES

Clean, full driving licence?

YES





STRATEGIC PRIORITIES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	• Evolve the youth game. • Improve team based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	• Sustain and grow more playing opportunities in schools. • Create more team based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	• Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	• Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	• Grow the number of people running the game. • Improve the diversity of those running the game. • Support those running the game to learn and develop. • Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. • Help clubs to become more sustainable. • Support the current and future generation of club leaders. • Equip clubs to add value to their local communities.





CONNECT AND SERVE PARTICIPANTS	• Make it easier to find information and opportunities to play, volunteer and learn. • Improve our customer service and communications. • Develop our digital tools to make running the game easier. • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	• Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.



WHAT WE CAN OFFER

Below is a summary of the benefits our staff are offered:

- **Hybrid working arrangements** – we provide our staff with the opportunity to work from home, remotely or at our office.
- **Opportunities for flexible working** – we recognise the need to work flexibly to meet the demands of the role but to also ensure our staff have a healthy work-life balance
- **Generous holiday entitlement** – as well as bank holidays, you'll get 23 paid holiday days (pro rata for part-time staff). This goes up to 28 days when you have been with us for 5 years.
- **An Employee Assistance Programme (EAP)** – our EAP offers free access to counselling sessions, Mental Health First Aiders and much more.
- **A Workplace Pension Scheme** – employer contributions of 5% of your salary for a sustainable retirement plan.
- **Death in Service Insurance** – an employer scheme that pays dependents (subject to a qualifying period).
- **Eye Care Scheme** - free eye tests and help towards the cost of eyewear if needed.
- **Training and development opportunities** – access to The FA training Ground and financial support for education and training linked to your role.
- **Access to tickets for England internationals** – opportunities to apply for tickets to attend England internationals.
- **Nike discount** – in addition to receiving County FA branded staff kit, you'll also get access to a Nike discount that can be used in-store.

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HOW TO APPLY

- To apply for the role, please complete the [online application form](#) by 5pm on Sunday 2nd August 2026. Please note that no applications will be accepted after this date.
- We kindly request that you complete an anonymous [inclusion and diversity form](#). We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.

[CLICK HERE TO COMPLETE THE APPLICATION FORM](#)

SELECTION PROCESS

- Interviews will be held at our HQ on Wednesday 12th August 2026.
- If required, second interviews may be held to determine the most suitable candidates for the role.
- If you have any queries or questions regarding the role, please contact Sarah Pridmore, Operations Manager/Deputy Senior Safeguarding Lead, at Sarah.pridmore2@SheffieldFA.com or 07534 442015.
- Sheffield & Hallamshire County FA is committed to equality of opportunity and we welcome applications from all sections of our community. To help measure our impact on inclusion and diversity we are asking all applicants to complete an inclusion and diversity form. We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.
- Sheffield & Hallamshire County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidates may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

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