

# Designated Safeguarding & Services Manager Vacancy



A THRIVING LOCAL GAME

SUFFOLK COUNTY  
FOOTBALL ASSOCIATION

**Job Title:** Designated Safeguarding & Services Manager

**Location:** Bill Steward House, The Buntings, Stowmarket, IP14 5GZ

**Salary:** £30,000 per annum

**Hours per week:** 37 hours per week

**Closing Date:** 09:00 on Monday 31<sup>st</sup> January 2022

**Vacancy Type:** Full time, permanent

## The Organisation

The Suffolk FA 2021-24 strategy released on 1<sup>st</sup> July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community
- Provide a safe, inclusive and respectful experience across all football environments
- Use the power and value of football to contribute to a better Suffolk society
- Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at [www.suffolkfa.com](http://www.suffolkfa.com).

## Safeguarding

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will 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 the information provided.

## The Role

Suffolk FA is looking for a methodical, diligent and professional leader with an understanding of safeguarding policies and procedures and a passion for driving safer practice in football across the county. The successful candidate will be responsible for managing the Suffolk FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance, including ensuring case work is dealt with in a timely and appropriate fashion. Alongside acting as Designated Safeguarding Officer for the organisation, the successful candidate will lead the Football Services Team on all aspects relating to football governance, discipline and regulation, and contribute to the Senior Leadership Team of the organisation.

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Please see the job description and person specification for a full outline of the roles and desired skills, knowledge and qualities.

### Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy and Suffolk Football Association Business Strategy.
- To manage the Suffolk Football Association safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To manage safeguarding and child 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 Operating Standard (Safeguarding 365) for County FAs and driving safer practice in grassroots football.
- To provide strategic direction to the Football Services department.
- To be the strategic lead on all aspects relating to football governance, discipline and regulation.

### What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life, where you'll lead a team and make a difference across all aspects of grassroots football.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

### Equality and Diversity

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

### The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Designated Safeguarding & Services Manager application' to Richard Neal [richard.neal@suffolkfa.com](mailto:richard.neal@suffolkfa.com) by 09:00 on Monday 31<sup>st</sup> January 2022. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by Friday 4<sup>th</sup> February 2022.
- Interviews will be held on Thursday 10<sup>th</sup> February (preferably face-to-face).

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- If required, second interviews may be held in order to determine the most suitable candidate for the role.

### Contact

If you have any questions about the role, please contact Richard Neal on 07903 842747 for an informal discussion.



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