



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

Surrey FA is a great place to work. We are proud of our positive culture, staff well-being, and team working. We are collaborative. We support each other. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our newly built offices at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

www.surreyfa.com



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JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Designated Safeguarding Assistant
REPORTS TO	Head of Operations

JOB PURPOSE(S)

- To support delivery of The FA Grassroots Football Strategy and Surrey FA Business Strategy.
- To assist the Designated Safeguarding Officer (DSO) to manage the Surrey FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To significantly contribute to the implementation of The FA's Safeguarding 365 Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

DIRECT REPORTS	N/A
LOCATION	Surrey FA HQ, Meadowbank Football Ground, Mill Lane, Dorking RH4 1DX
WORKING HOURS	35
CONTRACT TYPE	Permanent



RESPONSIBILITIES

- Operationally support the implementation and delivery of safeguarding within the Surrey FA, being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.
- Track and ensure on going compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- Support the Designated Safeguarding Officer and take a dynamic and strategic approach to safeguarding delivery within the Surrey FA, raising awareness and providing organisational support and guidance to colleagues.
- Provide the Designated Safeguarding Officer with regular reports on safeguarding activity within the Surrey FA.
- Work closely with the Designated Safeguarding Officer and The FA Safeguarding Case Management Team (FASCMT) to refer child abuse and adults at risk concerns to The FA, acting in line with the relevant FA safeguarding policy, regulations and guidance.
- 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.
- Support the Designated Safeguarding Officer in dealing with all safeguarding low-level concerns and complaints with a focus on timeliness and outcomes in line with FA policy, regulations and guidance.
- Use FA IT systems to monitor safeguarding compliance across the grassroots' volunteer network to manage risk and assist in strategic planning.





RESPONSIBILITIES CONTINUED

- Utilise in sight and data to inform all compliance activity and take appropriate activity to address non-compliance.
- Assist the Designated Safeguarding Officer to ensure the Surrey FA 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.
- Assist the Designated Safeguarding Officer to 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 time frames, providing regular updates to the Designated Safeguarding Officer 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 the Surrey FA's activity and grassroots football.
- Support the co-ordination of safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the Surrey FA and to check on the culture and safeguarding practice
- Work closely with the Designated Safeguarding Officer to co-ordinate and deliver CPD events for Club and League Welfare Officers (youth, adults and disability teams).
- Promote FA safeguarding and welfare officer courses to clubs and volunteers.
- Ensure that any individual helping with any Surrey FA 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 the Surrey FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (England Football Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Surrey FA changing priorities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Safeguarding qualification and/or relevant experience in a child protection, safe guarding, or welfare role.

Desirable

- Completion of recognised Designated Safeguarding Officer training at Level 2 & 3
- A qualification in Business Administration.

SKILLS

Essential

- Outstanding team-working and organisational skills.
- Exceptional communication, inter personal and influencing skills.
- A child-centred approach, able to maintain this perspective and use common sense
- Ability to write reports and compile case file information.
- Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity).
- Capacity to handle confidential data/ information sensitively.
- Ability to promote safer practice and the importance of safe and fun football environments.
- Effective prioritisation and time management skills.
- Competent in the use of IT, including Microsoft Office applications.

Desirable

- Effective presentation and facilitation skills.
- Ability to de-escalate heated and challenging situations.
- Experience of interviewing children and or adults in relation to allegations.



KNOWLEDGE AND EXPERIENCE

Essential

- Knowledge of current safe guarding legislation, policy and practice relating to children and adults at risk.
- Knowledge of what constitutes poor practice and what is abusive behaviour.
- Demonstrate a working knowledge of inclusion, equality and anti-discrimination.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of the statutory agencies' roles in safeguarding children and adults at risk.
- Knowledge of safeguarding statutory organisations for both children and adults at risk.
- Experience of working as a designated person.
- Experience of implementing policies, protocols and guidance.
- Knowledge of The FA's Grassroots Football Strategy.
- Working knowledge of FA systems such as Whole Game System, Platform for Football, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM).
- Knowledge and understanding of diverse faiths, communities and cultures.
- Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette's syndrome.
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Preferred

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.



The job holder will be expected to understand and work to uphold Surrey FA's values and behaviours described below

Values	Words	Behaviours
Collaborative	Communication Teamwork Listening Support Recognition	We work together, fuelled by our passion and shared commitment to developing the game.
Ambitious	Learning Passion Challenges Proactive Open	We venture into uncharted territories with open minds, being bold in our thinking and brave in our actions.
Respectful	Principles Integrity Diversity Empathy Balance	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution.
Excellence	Accountable Reflective Effectiveness Impact Extraordinary	We are focused on the pursuit of excellence to enable us to make a lasting impact for the football family we serve.