



Sussex County Football Association

Designated Safeguarding Assistant

Recruitment Pack



Sussex County FA

Designated Safeguarding Assistant

The Sussex County Football Association Limited is seeking to recruit a **Designated Safeguarding Assistant** to join our friendly safeguarding team. The role provides support to our Safeguarding Manager/Designated Safeguarding Officer in the provision of safeguarding across the Sussex County Football Association.

A general job description is attached.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their expertise and experience will enable them to meet the essential and desirable criteria within the role.

The interview panel must be convinced of the individual's passion, inspiration, and professionalism for the role.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

1. The Role Advertisement
2. The Role Profile
3. How to apply - Application Form

The successful applicant will be joining our friendly safeguarding team, working alongside and report to the Safeguarding Manager/Designated Safeguarding Officer

- To support delivery of The FA Grassroots Football Strategy and Sussex County FA Business Strategy.
- To assist the Safeguarding Manager/Designated Safeguarding Officer to manage the Sussex County FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To significantly contribute to implementing 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.

Hours of work are Monday-Friday 9:00am-5:00pm (7hrs per day + 60 min break) - 35hrs per week, however as we work in sport with a volunteer workforce, some evening and weekend work will be required. Salary £20k-24k subject to experience and there will be a six-month probationary period for this role.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

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 information provided.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- A chance to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- A Personal Accident policy
- 20 days' annual leave as standard
- Flexible working hours
- Additional leave after 5, 10 years' service
- Long Service Awards for 10, 15, 20 years' service
- Health Scheme
- Employee Assistance Programme
- Access to FA Cup Final & England tickets at Wembley
- Additional time off over Christmas
- Personal Development Budgets
- Free Nike Staff uniform every year

Disability Confident

The Sussex County FA prides itself on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

Equality Statement

We believe that Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The Sussex County FA is committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

If any questions arise about the role or clarity is required on the recruitment pack, please contact:

Annette Madden - Safeguarding Manager + Designated Safeguarding Officer

Annette.Madden@SussexFA.com

Closing date for applications is:

Noon on Tuesday 12 July 2022

Interviews will take place on Wednesday 27 July 2022

Two references, one of which must be from the applicant's current/most recent employer where possible, will be requested.





Role Profile

Job Title:	Designated Safeguarding Assistant		
Reports To:	Safeguarding Manager/Designated Safeguarding Officer	Jobs Reporting into the Job Holder:	None
Location:	Sussex County FA HQ, Culver Road, Lancing, West Sussex, BN15 9AX, with hybrid home based working opportunities. Expenses paid travel will be required on occasions as part of the role.		
Working hours:	Hours of work are Monday-Friday 9:00am-5:00pm (7hrs per day + 60 min break) - 35hrs per week, however as we work in sport with a volunteer workforce, some evening and weekend work will be required.		
Contract type:	Permanent	Starting Salary:	Up to £24,000 subject to experience

1. Job Purpose

- To support delivery of The FA Grassroots Football Strategy and Sussex County FA Business Strategy.
- To assist the Safeguarding Manager/Designated Safeguarding Officer to manage the Sussex County FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To significantly contribute to implementing 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.

2. Key Responsibilities

- Operationally support the implementation and delivery of safeguarding within the Sussex County FA being accountable for relevant areas of The FA's Safeguarding 365 Standard for County FAs.
- Track and ensure ongoing compliance with The FA's Safeguarding 365 Standard for County FAs measures, policies and procedures.
- Support the Safeguarding Manager/Designated Safeguarding Officer and take a dynamic and strategic approach to safeguarding delivery within the Sussex County FA, raising awareness and providing organisational support and guidance to colleagues.
- Provide the Safeguarding Manager/Designated Safeguarding Officer with regular reports on safeguarding activity within the Sussex County FA.
- Work closely with the Safeguarding Manager/Designated Safeguarding Officer and The FA Safeguarding Case Management Team (FA SCMT), 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 Safeguarding Manager/Designated Safeguarding Officer in dealing with all safeguarding low-level concerns and complaints with a focus on timeliness and outcomes and 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.
- Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.
- Assist the Safeguarding Manager/Designated Safeguarding Officer to ensure the Sussex County 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 Safeguarding Manager/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 timeframes, 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 Sussex County 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 Sussex County FA and to check on the culture and safeguarding practice.
- Work closely with the Safeguarding Manager/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 Sussex County 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 Sussex County 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).

3. Person Specification

a) Qualifications

Essential:

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

Desirable:

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

b) Skills

Essential:

- Outstanding team-working and organisational skills.
- Exceptional communication, interpersonal 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.

b) Knowledge and experience		
<p>Essential:</p> <ul style="list-style-type: none"> ○ Knowledge of current safeguarding 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. 		<p>Desirable:</p> <ul style="list-style-type: none"> ○ 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.
<p>An Enhanced FA DBS Check is required</p>		<p>A full valid driving licence with access and use of a vehicle is preferred</p>
<p style="text-align: center;">The job holder will be expected to understand and work in accordance with the County FA's values and behaviours.</p>		

How do I meet the requirements of the role?

*Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and importantly, **how you would meet the essential** and desirable knowledge, experience and skills required as detailed in the role profile. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application, please ensure you have read and fully understood the job advertisement and the role description provided.*

Names and address of referees

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application.

Please note: Appointment to the role will not be approved until suitable references have been obtained and approved

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please detail in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

Additional Information

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:

If your application is successful:

What notice period would you have to provide your current employer?

What annual salary would you be looking to obtain?

£

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form before noon on **Tuesday 12 July 2022**.

Either email Victoria.Windslow@SussexFA.com or post to the address as follows:

Strictly Private & Confidential

Vicki Windslow

Designated Safeguarding Assistant

Sussex County FA

Culver Road

Lancing

West Sussex

BN15 9AX

DIVERSITY & INCLUSION DATA CAPTURE - SURVEY QUESTIONS

Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

White

- White British (English, Welsh, Scottish, Northern Irish)
- White Irish
- White Gypsy or Irish Traveller
- Other White (please specify:)

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed / Multi-ethnic background (please specify:)

Asian or Asian British

- Indian
- British Indian
- Pakistani
- British Pakistani
- Bangladeshi
- British Bangladeshi
- Chinese
- British Chinese
- Other Asian/Chinese background (please specify:)

Black or Black British

- Caribbean
- British Caribbean
- African
- British African
- Other Black background (please specify:)

Arab

- British Arab (English, Welsh, Scottish, Irish)
- Other Arab background (please specify:)

- Other Ethnic Group (please specify:)

- Would rather not say

Which of the following best describes your religious belief?

Please select one answer

- No religion
- Buddhism
- Christianity
- Hinduism
- Islam
- Jehovah Witnesses
- Judaism
- Mormonism
- Sikhism
- Prefer not to say
- Other (please specify:)

What best describes your sexual orientation?

Please select one answer

- Gay/Lesbian
- Heterosexual/Straight
- Bi
- Pan
- Prefer not to say
- Not known



What best describes your gender identity?

Please select the responses that best describes you

- | | | | |
|--------------|--------------------------|--------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Male/Man | <input type="checkbox"/> | I use another term (please specify:) | <input type="checkbox"/> |
| Non-Binary | <input type="checkbox"/> | | |
| Agender | <input type="checkbox"/> | _____ | |

Do you have a trans history or does your gender differ from your sex assigned at birth?

Please select one answer

- | | |
|-------------------|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?

This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.

- | | |
|-------------------|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| Don't know | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

How old are you?

Please select one answer

- | | |
|-------------------|--------------------------|
| 16-17 | <input type="checkbox"/> |
| 18-24 | <input type="checkbox"/> |
| 25-34 | <input type="checkbox"/> |
| 35-44 | <input type="checkbox"/> |
| 45-54 | <input type="checkbox"/> |
| 55-64 | <input type="checkbox"/> |
| 65+ | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

