

**JOIN OUR TEAM**  
**DESIGNATED**  
**SAFEGUARDING**  
**ASSISTANT**  
APPLICATION PACK



**ENGLAND  
FOOTBALL**



<b>ROLE</b>	Designated Safeguarding Assistant
<b>CONTRACT TYPE</b>	Maternity Cover
<b>HOURS PER WEEK</b>	Full time (part time will be considered on a pro-rata basis)
<b>SALARY</b>	Pay Scale from £19,000 to £23,000 pro rata
<b>LOCATION</b>	A mix of home working and office working. Wiltshire FA is based at Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.
<b>REPORTS TO</b>	Designated Safeguarding Officer

Wiltshire County FA is the not-for-profit, governing body of football in Wiltshire. We grow participation, promote diversity and regulate the sport for everyone to enjoy. Wiltshire County FA is proud to support football for all.

The Association has moved to our new £1.7m purpose-built football 'hub' facility in Devizes. The facility is a beacon for football in Wiltshire that services the entire community and to ensure success we are seeking to recruit a Designated Safeguarding Assistant.

The successful candidate will support the Wiltshire FAs work on Safeguarding, supporting the association to deliver against the vision and objectives set within our corporate strategy 2021-2024.

The post holder will report to the Designated Safeguarding Officer. Full details of the position can be found within the Role Profile which can be found on [wiltshirefa.com/vacancies](http://wiltshirefa.com/vacancies) and a snapshot is provided below:

### **JOB PURPOSE**

- To support delivery of The FA Grassroots Football Strategy and Wiltshire FA Business Strategy.
- To assist the Designated Safeguarding Officer (DSO) to manage the Wiltshire 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 Operating 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

Further information on the role can be found on [www.wiltshirefa.com](http://www.wiltshirefa.com) or by calling the office on 01793 486047 and speaking to Emma Cottier-Small.

### **TO APPLY**

To apply please submit an application form which can be found on [wiltshirefa.com/vacancies](http://wiltshirefa.com/vacancies)

Applications should be marked 'Private and Confidential' and submitted to the Football Services Manager Emma Cottier-Small, at [emma.cottier-small@wiltshirefa.com](mailto:emma.cottier-small@wiltshirefa.com) . CVs on their own will not be accepted.

Wiltshire County FA offers all employees a generous allocation of 28 days annual leave (pro rata) + Bank Holidays, 3% contributory pension and training opportunities.

**Closing date:** Tuesday 21st September 2021 **Interviews:** Week commencing 27th September 2021

*Wiltshire County Football Association is committed to equality of opportunity and welcomes applications from all sections of the community.*