



## Job Description and Person Specification

Job title	Designated Safeguarding Assistant
Reports to	Designated Safeguarding Officer

Job purpose(s)	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy and Wiltshire FA Business Strategy.</li> <li>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.</li> <li>To significantly contribute to the implementation of <b>The FA's</b> Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
Direct reports	N/A

Location	A mix of home-working and office working. Our offices are located at, Green Lane Playing Fields, Green Lane, Devizes, SN10 5EP.
Working hours	Full time and part time will be considered. Part time will be on a pro-rata basis.
Contract type	Maternity Cover

Responsibilities	
<ul style="list-style-type: none"> <li>Operationally support the implementation and delivery of safeguarding within the Wiltshire FA, being accountable for relevant areas of The FA's Safeguarding Operating Standard for County FAs.</li> <li><b>Track and ensure ongoing compliance with The FA's Safeguarding Operating Standard for County FAs measures, policies and procedures.</b></li> <li>Support the Designated Safeguarding Officer and take a dynamic and strategic approach to safeguarding delivery within the Wiltshire FA raising awareness and providing organisational support and guidance to colleagues.</li> <li>Provide the Designated Safeguarding Officer with regular reports on safeguarding activity within the Wiltshire FA.</li> <li>Work closely with the 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.</li> <li>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.</li> <li>Support the Designated Safeguarding Officer in dealing with all safeguarding poor-practice concerns and complaints with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.</li> <li>Use FA IT systems to monitor safeguarding compliance across the grassroots' volunteer network to manage risk and assist in strategic planning.</li> <li>Utilise insight and data to inform all compliance activity and take appropriate activity to address non-compliance.</li> <li>Assist the Designated Safeguarding Officer to ensure the Wiltshire FA is compliant with safeguarding legislation e.g. Data Protection/GDPR 2018, <b>Children's Act</b>, Protection of Freedoms Act (Criminal Record Checks), the <b>Government's 'Working Together guidance 2018'</b> and any other legislation or statutory guidance that may be introduced.</li> <li>Identify, develop and maintain strong relationships with key local safeguarding stakeholders.</li> <li>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, <b>Children's and Adults' Social Care Services</b>, Police Child Protection Teams and support club welfare officers (youth, adults and disability</li> </ul>	



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 Wiltshire FAs activity and grassroots football.
- Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the Wiltshire 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).
- Ensure that enough safeguarding workshop opportunities are available for new volunteers.
- Ensure that any individual helping with any Wiltshire FA events 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 Wiltshire FA and grassroots football.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Execute tasks as required in order to meet the Wiltshire FAs changing priorities.



Person specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> <li>Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role.</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>Completion of recognised Designated Safeguarding Officer training at Level 2 &amp; 3.</li> <li>A qualification in Business Administration.</li> </ul>
Skills	
<p>Essential</p> <ul style="list-style-type: none"> <li>Outstanding team-working and organisational skills.</li> <li>Exceptional communication, interpersonal and influencing skills.</li> <li>A child-centred approach, able to maintain this perspective and use common sense</li> <li>Ability to write reports and compile case file information.</li> <li><b>Ability to deal constructively with people's</b> emotions (e.g. upset, distress, conflict, animosity).</li> <li>Capacity to handle confidential data/information sensitively.</li> <li>Ability to promote safer practice and the importance of safe and fun football environments.</li> <li>Effective prioritisation and time-management skills.</li> <li>Competent in the use of IT, including Microsoft Office applications.</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>Effective presentation and facilitation skills.</li> <li>Ability to de-escalate heated and challenging situations.</li> <li>Experience of interviewing children and or adults in relation to allegations.</li> </ul>
Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none"> <li>Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.</li> <li>Knowledge of what constitutes poor practice and what is abusive behaviour.</li> <li>Demonstrate a working knowledge of inclusion, equality and anti-discrimination.</li> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>Knowledge of the statutory agencies' roles in safeguarding children and adults at risk.</li> <li>Knowledge of safeguarding statutory organisations for both children and adults at risk.</li> <li>Experience of working as a designated person.</li> <li>Experience of implementing policies, protocols and guidance.</li> <li><b>Knowledge of The FA's</b> Grassroots Football Strategy.</li> <li>Knowledge and understanding of diverse faiths, communities and cultures.</li> <li>Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and <b>Tourette's</b> syndrome.</li> <li>Knowledge and understanding of working with volunteers.</li> </ul>
Enhanced DBS Check required?	YES
Clean, full driving licence?	YES



The job holder will be expected to understand and work in accordance with the values and behaviours described below.	
Wiltshire FA value	Behaviours
Honesty	<ul style="list-style-type: none"> <li>• Demonstrates the ability and courage to say no.</li> <li>• Possess the Courage To Face The Truth.</li> <li>• Does the right thing, not the easy thing.</li> <li>• Is real to themselves and others.</li> <li>• Tells the truth even if it is not what others wish to hear.</li> </ul>
Approachability	<ul style="list-style-type: none"> <li>• Listens carefully and is able to respond specifically to peoples issues.</li> <li>• Shares perspectives in a professional manner and encourages others to respond.</li> <li>• Demonstrate good body language that provides people with the confidence to approach you.</li> <li>• Avoids showing negative emotions even when you receive bad news.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance all the times</li> <li>• Can be persistent to achieve a standard that others consider impossible</li> <li>• Challenges others to go further and achieve more</li> </ul>
Inclusivity	<ul style="list-style-type: none"> <li>• Openly collaborates with colleagues and partners in the game</li> <li>• Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>• Seeks out and embraces new ways of thinking and working</li> </ul>
Transparency	<ul style="list-style-type: none"> <li>• Adapts how information is presented to engage with a range of different stakeholder.</li> <li>• Provides stakeholders with a clear understanding of the business strategy and objectives.</li> <li>• Engages others in the decision-making process.</li> <li>• Informs the individuals about information which could affect them even if the news is not positive.</li> <li>• Challenges poor behaviours of colleagues and stakeholders.</li> </ul>