**Job Description: Designated Safeguarding & Inclusion Officer**

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| **Role** | Designated Safeguarding & Inclusion Officer |
| **Contract Type** | Permanent |
| **Hours per week** | Full time (part time will be considered on a pro-rata basis) |
| **Salary** | Up to £25,000 pro rata |
| **Location** | The current Head Office at 2/3 Dorcan Business Village, Swindon, SN3 5HY.  NB: The role location is set to change to a new permanent address of Green Lane, Devizes, Wiltshire SN10 5DS in early 2020. |
| **Reports to** | Football Services Manager |

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. With over 19,000 players, 1,000 affiliated clubs, 406 referees, Wiltshire County FA is proud to support football for all.

The Association is set for transformational change during 2020 as we prepare to relocate into our new £1.7m purpose-built football ‘hub’ facility in Devizes. The new facility promises to be a beacon for football in Wiltshire that services the entire community and to ensure success we are seeking to recruit a Designated Safeguarding & Inclusion Officer.

The successful candidate will lead the Wiltshire FAs work on Safeguarding & Inclusion, supporting the association to deliver against the vision and objectives set within our corporate strategy 2018-2021.

The post holder will report to Football Services Manager. Full details of the position can be found within the Role Profile and a snapshot is provided below:

**Job Purpose**

* Manage the CFA’s safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations.
* Ensure effectively delivery of The FA Safeguarding Operating Standard for the Wiltshire County FA.
* Work in partnership with The FA, statutory agencies and other relevant organisations to manage safeguarding concerns effectively and efficiently.
* Support the Wiltshire FA to achieve the Equality Standard for Sport Preliminary Level by January 2021.

Applicants must have a proven track record of implementing new policy/processes, inspiring a wide range of stakeholders and possess a ‘can do’, customer centric approach towards work.

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 please submit a CV and cover letter clearly outlining how you meet the job specification. 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: Monday 6th January 2020**

**Interviews: Thursday 16th January 2020**

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