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Job Description and Person Specification

Job title	Designated Safeguarding & Football Services Officer
Reports to	Senior Safeguarding Lead (Chief Executive Officer)

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA National Game Strategy and Westmorland County FA Business Strategy. To manage the Westmorland County FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance. To manage safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance. To significantly contribute to implementing and maintaining The FA's Safeguarding Operating Standard for County FAs and driving safer practice in grassroots football. To support the adoption of FA technology systems across grassroots football. To lead on all aspects relating to discipline To manage and lead the County Cup competitions To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time. 	
Direct reports	N/A

Location	Westmorland County FA 35-37 Appleby Road Kendal Cumbria LA9 6ET Some homeworking will be required due to office restrictions however, the post holder will be office based for the majority of the role. There will be occasional travel to additional sites and overnight stays for training purposes.
Working hours	37 hours per week including some occasional evening and weekend work.
Contract type	Permanent

Responsibilities	
<p>Safeguarding</p> <ul style="list-style-type: none"> Operationally lead the implementation and delivery of safeguarding within the Westmorland County FA, being accountable for relevant areas of The FA's Safeguarding Operating Standard for County FAs. Track and ensure ongoing compliance with The FA's Safeguarding Operating Standard for County FAs measures, policies and procedures. Support the Westmorland County FA staff and take a dynamic and strategic approach to safeguarding delivery within the County FA, raising awareness and providing organisational support and direction to colleagues. Work with the Chief Executive Officer to provide the Board with regular reports on safeguarding activity within 	



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the Westmorland County FA.

- Work with 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.
- Manage all safeguarding poor practice concerns and complaints referred to the Westmorland County FA, with a focus on timeliness and outcomes and in line with FA policy, regulations and guidance.
- Provide training, support and guidance to clubs and leagues on how to manage safeguarding complaints and concerns effectively, 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.
- Ensure the Westmorland 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.
- 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 line manager 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 Westmorland County FA's 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 Westmorland County FA and to check on the culture and safeguarding practice.
- Co-ordinate and deliver CPD events for Club and League Welfare Officers.
- Ensure that enough safeguarding and welfare officer workshop opportunities are available for new volunteers.
- Ensure that any individual helping with any Westmorland 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 Westmorland County FA and grassroots football.



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Football Services

- Lead the affiliation of clubs and ensure safeguarding requirements are met.
- Ensure league fully comply with The FA Standard Code of Rules (adult and youth) prior to sanctioning.
- 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)
- Raise appropriate misconduct charges for breaches of FA rules and regulations within relevant timescales.
- Arrange personal and non-personal hearings and act as the secretary to commissions when required.
- Support club and league secretaries with the discipline process and providing updates where necessary.
- Update the Westmorland County FA website and social media platforms with key messages to partners.

County Cups

- Manage, develop, promote and administer all County Cup competitions including the planning of all finals.
- Make the draws for County Cup competitions.
- Distribute draws and referee appointments to leagues, clubs and match officials.
- Liaise with appropriate personnel with regards to any disputes or queries.
- Issue and process payments for fines for breaches of competition rules.
- Ensure that fixtures and results are communicated.
- Manage the organisation, preparation and distribution of County Cup draws.
- Maintain a strong relationship with committees and other stakeholders to influence key decisions.
- Forward planning to ensure fixtures are completed as scheduled and with limited disruption.
- Provide advice and guidance on County Cup rules and regulations.
- Complete and review risk assessments where the Westmorland County FA is providing or commissioning County Cup fixtures for under-18s or adults at risk and/or where facilities are being hired by outside organisations.
- Execute tasks as required in order to meet the Westmorland County FA changing priorities.

Person specification	
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Safeguarding qualification and/or relevant experience in a child protection, safeguarding, or welfare role. • Educated to A Level or equivalent 	<p>Desirable</p> <ul style="list-style-type: none"> • Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.
Skills	
<p>Essential</p> <ul style="list-style-type: none"> • A child-centred approach and the ability to maintain this perspective and apply common sense. • Clarity about what constitutes poor practice and abuse and how to manage cases effectively. • Ability to deal constructively with people's 	<p>Desirable</p> <ul style="list-style-type: none"> • Effective presentation and facilitation skills. • Ability to de-escalate heated and challenging situations. • Experience of interviewing children and or adults in relation to allegations. • Capability to create multiple reports, budgets and plans.



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<p>emotions (e.g. upset, distress, conflict, animosity).</p> <ul style="list-style-type: none"> • Capacity to handle confidential data/information sensitively. • Ability to promote safer practice and the importance of safe and fun football environments. • Exceptional communication, interpersonal and influencing skills. • Effective prioritisation and time-management skills. • Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. • Project management skills and experience – to plan, set and achieve objectives to deadlines. • Excellent IT skills, including the use of Microsoft Office applications. • Ability to work independently and as part of a team. • Excellent problem solving and decision-making skills. • Exceptional customer service. • Report-writing skills. • Ability to use data to monitor and evaluate programmes. • Influencing skills to champion change. 	
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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. • Experience of working in a designated safeguarding role. • Experience of writing reports and compiling case related evidence and information. • Demonstrate a working knowledge of inclusion, equality and anti-discrimination. • Working knowledge of the roles of statutory agencies in safeguarding children and adults at risk. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of The FA’s National Game Strategy. • Working knowledge of FA systems such as Whole Game System, 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.
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<ul style="list-style-type: none"> • Experience of implementing policies, protocols and guidance. • Knowledge and understanding of FA rules and regulations. • Knowledge of how the County FA operates in partnership with The FA. • Knowledge of grassroots football structures and the National League System. • Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. 	
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:	
FA value	Behaviours
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance.
RESPECTFUL	<p>Sets the standards for respectful behaviour across the game:</p> <ul style="list-style-type: none"> • Maintains people’s self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times.
INCLUSIVE	<p>Champions and ensures that football is, and will remain, a game for <i>everyone</i>:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working.
DETERMINED	<p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves.
EXCELLENT	<p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more.



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Job description reviewed and modified by:	Jo Ashworth, Chief Executive
Date job description reviewed and modified:	15.10.20
Signed by job holder (on appointment):	
Date signed:	

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.