



Job Description and Person Specification

Job title **Designated Safeguarding Officer**

Reports to Head of Operations

Direct reports n/a

Job purpose(s)

- To support delivery of The FA National Game Strategy and the Amateur FA Business Strategy.
- To manage the Amateur FA safeguarding work, in line with legislation, FA safeguarding policy, procedures, regulations, standards and guidance.
- To significantly contribute to the effective implementation of 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 comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
- To display, evidence and fulfil the values of the Amateur FA

Location **Unit 3, 7 Wenlock Road, London, N1 7SL, with a hybrid model in place.**

Responsibilities will require additional travel to other locations and very occasionally overnight stays.

Working hours **14 hours per week, with occasional evening and weekend commitments. Flexible options available.**

Contract type **Permanent**

- Salary **£13,400.pa** (Circa £33,500 full time equivalent)

Responsibilities

- Operationally lead the implementation and delivery of safeguarding within the Amateur FA. Being accountable for relevant areas of The FA's Safeguarding 365 for County FAs.
- Track and ensure ongoing compliance with the FAS Safeguarding 365 for County FA's measures, policies and procedures.
- Support the Senior Leadership Team and take a dynamic and strategic approach to safeguarding delivery within the Amateur FA, raising awareness and providing organisational support and direction to colleagues.

- Work with the Chief Executive Officer, Board Safeguarding Champion and Head of Operations to provide the Amateur FA Board with regular reports on safeguarding activity.
- 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 CLUE 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 Amateur 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 Amateur 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 an 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 Amateur 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 Amateur 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 Amateur 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 Hertfordshire 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 Amateur FA's changing priorities.
- Work with the FA's Safeguarding Shared Services to administer and maintain compliance across the County FA

Person specification

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 & 3.

Skills

Essential

- 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 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.
- Outstanding team-working skills.
- Exceptional communication, interpersonal and influencing skills.
- Effective prioritisation and time- management skills.
- Competent in the use of IT, including Microsoft Office applications & video conferencing technology.

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.
- An ability to communicate effectively with adults, young people and children.

Knowledge and experience

Essential

- Current safeguarding legislation, policy and practise 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 working knowledge of inclusion, equality and anti discrimination.
- Working knowledge of the roles of statutory agencies in safeguarding children and adults at risk.
- Experience of implementing policies, protocols and guidance.
- Knowledge of the structure and partner organisations within football nationally and within the county FA locality.

Desirable

- Knowledge of The FA's National Game Strategy.
 - Working knowledge of the FA systems such as whole game system or platform for football and customer relationship management. CRM.
 - Knowledge or experience of using CLUE The FA safeguarding reporting system.
 - Knowledge and understanding of diverse faiths, communities and cultures.
 - Experience of listening to the voice of young people or sporting volunteer organisations to listen to the voice of young people.
 - Understanding of the effects of various conditions that affect children, such as, but not limited to, ADHD and Tourette syndrome.
 - Knowledge and understanding of working with volunteers.
- Knowledge of the FA Safeguarding 365 standard.

Enhanced DBS Check required? **Yes**

Clean, full driving licence? **Not required but useful**

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Amateur FA values

WE DELIVER

We do what we will say we do:

- Seeks to always achieve the highest levels of performance, through continuously improving efficiency and questioning methods.
- Persistent and relentless in overcoming obstacles to achieve a standard that others consider impossible.
- Remains focused on seeing agreed goals through to completion, taking pride in their work.

WE ARE ALWAYS RESPECTFUL

We treat everyone with respect:

- Maintains people's self-esteem when interacting with them.
- Avoids pre-judgement when listening to suggestions from others.
- Seizes the opportunity to always set the right standards and do the right thing.

WE ARE A TEAM

We work together among us and with you:

- Openly collaborates with colleagues and partners in the game and seeks out and embraces new ways of thinking and working.
- Provides an equal opportunity to people of different backgrounds, experience, and perspective.
- Maintains motivation for the whole team and themselves.

Apply at: <https://bit.ly/AmateurFADSO> by Tuesday 6th May 2025

The Amateur Football Alliance is committed to achieving equality and fairness in employment and service delivery.

We are interested in receiving applications from all sections of society, including females, those from historically underrepresented ethnic communities and those with a disability.

If you do not have the formal qualifications specified but can demonstrate skills or experience of an equivalent standard, we would be interested in your application.

The Amateur Football Alliance is committed to safeguarding children and adults at risk. 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.

We are proud to be an accredited Living Wage Employer.