



**ENGLAND  
FOOTBALL**

# JOB DESCRIPTION AND PERSON SPECIFICATION

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## **SAFEGUARDING & BEHAVIOUR DIRECTOR**

*Connecting People. Changing Lives.*

## ROLE PROFILE

<b>Job Title</b>	<b>Safeguarding &amp; Behaviour Director</b>
<b>Reports to</b>	Chair of the Board of Directors
<b>Role Purpose</b>	<ul style="list-style-type: none"> <li>• The Safeguarding &amp; Behaviour Director is responsible for ensuring that Berks &amp; Bucks FA maintains its governance and standards in safeguarding, to achieve the best outcomes for children and adults at risk.</li> <li>• To ensure the Board acts in accordance with legislation, statutory guidance and the FA's safeguarding Policies and Procedures.</li> <li>• To be an active Board member championing a culture that has the best interests of children and young people and adults at risk in mind in all decisions that are made.</li> <li>• To ensure Berks &amp; Bucks FA continually maintain the FAs Safeguarding 365 Standard.</li> <li>• The Safeguarding &amp; Behaviour Director is also responsible for ensuring that Berks &amp; Bucks FA continues to monitor and positively influence behaviour within the Grassroots environment.</li> <li>• The Director will be required to contribute to the overall company strategy and policy making and championing the safeguarding of children, young people, and vulnerable adults in all activities across Berks &amp; Bucks.</li> </ul>
<b>Direct Reports</b>	N/A
<b>Location</b>	The post will work remotely at the discretion of the post holder. The Post holder will be required to attend meetings and work from the office asand when agreed.
<b>Estimated time commitment to fulfil the role</b>	<p>The role requires a commitment to attend Board of Director meetings (6 per year) and working groups as required.</p> <p>It is anticipated that the role will require attendance of meeting equating to approximately 5 hours per month.</p> <p>The initial terms is 3 years, at which point, the incumbent will be invited to apply again for the position up to a maximum of 3 terms of 3 years.</p>
<b>Estimated time commitment to fulfil the role</b>	<p>Reasonable Expenses will be paid for County FA related business, in line with the current Expenses Policy of Berks &amp; Bucks FA.</p> <p>Travel and accommodation to FA events where The FA has agreed to reimburse County FA Expenses will be paid in line with the current County FA Expense Policy issued by The FA.</p>

## RESPONSIBILITIES

- Serve as a Director of the Association.
- Execute the responsibilities of a Company Director in accordance with the Companies Act (2006) and other relevant legislation.
- To ensure Berks & Bucks FA always acts in keeping with legislation, statutory guidance and the FA's Safeguarding Policies and procedures and the FA's Safeguarding 365 Standard for county FAs.
- To ensure Berks & Bucks FA safeguarding and accountabilities are embedded in the County FA Strategy, business plan, budget, risk register and Operational Plan.
- To ensure that County FA enables and provides relevant safeguarding training for the Board, staff, volunteers, and committee members.
- To ensure Berks & Bucks FA Board receives and checks and challenges information on progress against key areas of safeguarding work.
- To check and challenge to ensure that the interests of children and young people are paramount in all activities and the best interests of adults at risk are given due consideration.
- To use the whistle-blowing policy if any concerns are not fully addressed by the County FA or the Board.
- Safeguard the interests of the Membership and stakeholders of the Association.
- Actively Contribute to constructive debate and discussions on all Board matters.
- Promote equality of opportunity throughout the Association.
- Fully participate in Board induction, training or development and performance monitoring.
- To act as an ambassador and represent the Association at internal and external meetings and functions as required.
- To work with the Designated Safeguarding Officer (DSO) and CEO to ensure the safeguarding of children, young people and vulnerable adults is embedded throughout the Association.
- To always ensure that the Association acts in keeping with legislation, statutory guidance, and the FA Safeguarding 365 license.
- To monitor and positively intervene in behavioural trends across community football.
- Perform other responsibilities as assigned by the Board.

## PERSON SPECIFICATION

### QUALIFICATIONS

#### ESSENTIAL

- No specific qualifications are essential to perform the role of Council Representative on the Board of Directors

#### DESIRABLE

### SKILLS, EXPERIENCE & KNOWLEDGE

#### ESSENTIAL

- Strategic leadership and management skills. The ability to develop and monitor organisational strategy
- A child centred belief system and behaviours
- Experience of working in adult or child safeguarding and/or protection.
- Decision-making skills. The appropriate use of knowledge and experience to make informed decisions to the benefit of the organisation
- The ability to debate, discuss and challenge in a constructive manner
- Excellent interpersonal skills. The ability to form strong, productive relationships both internally and externally to the benefit of the Association
- Access to and ability to use, email and the internet
- A sound understanding of the volunteer/ professional relationship and how this can best work to support the work of the Association
- An understanding of and a commitment to equality in action
- Knowledge, understanding and interest in grassroots sport, particularly football, and other related activities
- Basic IT skills, including the use of Email.

#### DESIRABLE

- An ability to understand financial accounts, management accounts and budgeting
- An understanding of The FA National Game Strategy and how this affects the work of the County Football Associations
- Experience of organisational assessments, audits, or inspections
- Experience of being a member of committees or Boards.

<b>ENHANCED DBS CHECK REQUIRED?</b>	Yes
<b>CHECK COMPANIES HOUSE DISQUALIFIED DIRECTORS REGISTER?</b>	Yes
<b>CLEAN FULL DRIVING LICENCE?</b>	No

*The Role Holder will be expected to understand and work in accordance with the values and behaviours described below.*

<b>CFA VALUE</b>	<b>BEHAVIOURS</b>
<b>PROGRESSIVE</b>	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> <li>• Identifies the need for, and actions change in direction, practice, policy or procedure.</li> <li>• Questions the way things are done and takes informed risks.</li> <li>• Continuously seeks to improve efficiency and performance.</li> </ul>
<b>RESPECTFUL</b>	Sets the standards for respectful behaviour across the game: <ul style="list-style-type: none"> <li>• Maintains people's self-esteem when interacting with them.</li> <li>• Avoids pre-judgement when listening to suggestions from others.</li> <li>• Seizes the opportunity to apply FA standards at all times.</li> </ul>
<b>INCLUSIVE</b>	Champions and ensures that football is, and will remain, a game for everyone: <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>
<b>TRUSTED</b>	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> <li>• Works relentlessly to overcome roadblocks or obstacles to achieve the goal.</li> <li>• Remains focused on seeing agreed goals through to completion taking pride in their work.</li> <li>• Maintains motivation for their team and themselves.</li> </ul>
<b>INSPIRED</b>	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> <li>• Seeks to achieve the highest levels of performance at all 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>