



**DESIGNATED SAFEGUARDING OFFICER
(MATERNITY COVER)**

RECRUITMENT PACK

OUR VALUES



INCLUSIVE

CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE



PROGRESSIVE

COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO



RESPECTFUL

SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME



Job Title:	Designated Safeguarding Officer (Maternity Cover)
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Thursday 30th June 2022
Contract Type:	Full-Time, 7 months minimum (Maternity Cover)
Start Date:	August 2022

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

A BIT ABOUT THE ROLE

The role will focus on delivering the FA's Safeguarding Operating Standard (Safeguarding 365) both internally and externally and driving and monitoring compliance within Cheshire FA Leagues and Clubs. You will encourage cross-business teamwork and external collaboration in order to drive and embed safeguarding across the whole business and County FA network.

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



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ROLE PROFILE

Reports to: CEO

Purpose:

- To support delivery of The FA Grassroots Football Strategy and Cheshire FA's Business Strategy.
- To manage the Cheshire 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 comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.



Responsibilities:

- Operationally lead the implementation and delivery of safeguarding within Cheshire 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 Senior Leadership Team and take a dynamic and strategic approach to safeguarding delivery within Cheshire FA, raising awareness and providing organisational support and direction to colleagues.
- Work with the CEO to provide the Board with regular reports on safeguarding activity within Cheshire 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 Cheshire 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 Cheshire 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

Responsibilities (cont):

- 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 Cheshire 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 Cheshire 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 Cheshire 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 Cheshire 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 Cheshire FA's changing priorities.





WHAT WE'RE LOOKING FOR

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.

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.



Knowledge & Experience

Essential

- 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.
- 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 Grassroots Football 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.

HOW TO APPLY



Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the Role Profile and 'What we are looking for' criteria, by either email or post to:

- Steve Smithies, CEO at Cheshire FA via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Steve Smithies CEO, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 2, upon submission of your application via this [link](#).

The **closing date** for applications is **Thursday 30th June 2022**.

Interviews will be held in early July.

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact Steve.Smithies@CheshireFA.com for an informal discussion.

WHAT WE CAN OFFER

- You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA.
- A career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- Access to high-quality training, networking and personal development opportunities

SAFEGUARDING

We are 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 the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.



Enhanced DBS Check required? YES

Clean, full driving licence? YES

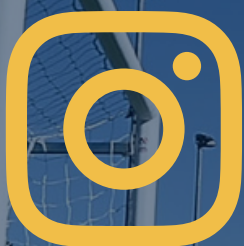
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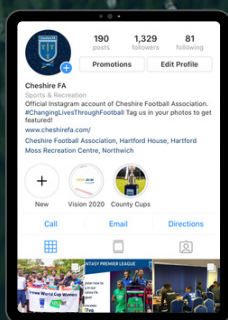
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