



**ENGLAND
FOOTBALL**

LINCOLNSHIRE FOOTBALL ASSOCIATION
DESIGNATED SAFEGUARDING OFFICER
APPLICATION PACK

'ONE LINCOLNSHIRE COMMUNITY, UNITED AND INSPIRED BY THE POWER OF FOOTBALL'



LINCOLNSHIRE FA- DESIGNATED SAFEGUARDING OFFICER

The Lincolnshire Football Association is seeking to recruit a Designated Safeguarding Officer to support the delivery of The FA National Game Strategy and the Lincolnshire FA's strategy in partnership with key stakeholders across Lincolnshire.

This pack provides the following, to assist individuals when considering whether they have the relevant skills and attributes required for the role:

- Role Information & Advert
- Role Profile
- How to apply - Application Form *(Including an Equality & Diversity monitoring form)*

To be successful, applicants must be able to demonstrate an understanding of the role and how their expertise and experience will enable them to meet the essential and desirable criteria. The interview panel must be convinced of the individual's passion for safeguarding children and adults at risk, professionalism and understanding the importance of safeguarding within grassroots football. Applicants should have knowledge and experience of safeguarding children and adults at risk, understand grassroots football and experience of working with volunteers.

They should be computer literate, have an interest and background in football, with good presentation and communication skills, be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning skills and be able to work occasional evenings and weekends.

The successful applicant will report to the Head of Football Operations and thereafter to the Chief Executive Officer.

The Lincolnshire FA 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.



WHAT CAN THE LINCOLNSHIRE FA OFFER?

- An exciting opportunity to join a forward thinking, progressive sports organisation
- A competitive salary
- An exciting opportunity to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal and professional development
- A Workplace Pension Scheme
- Access to our health and dental support plan
- Access to some FA employment benefits
- A modern hybrid working model

Hours of work are 25 - 35 hours per week between 9am to 5pm, Monday to Friday with occasional evening and weekend work. This position will receive 33 days annual leave including banks holidays and a salary of £25,908 - £28,225 (FTE) with a six month probationary period.

For any questions about the role or if clarity is required on the recruitment pack, please contact Chris Funnell, Head of Football Operations, at Chris.Funnell@lincolnshirefa.com

To apply please complete and return the below, application form and the following ***Equality & Diversity monitoring form***.

The closing date for applications is 9am on Monday 7th August, though Lincolnshire Football Association reserve the right to close the process earlier than advertised. Interviews will be conducted between Tuesday 29th August 2023 - Friday 1st September 2023.

To apply please email to Nick.Hanson@LincolnshireFA.com, with the subject line, Strictly Private & Confidential or by post to the following address:

Strictly Private & Confidential
Mr Nick Hanson
Chief Executive Officer
Lincolnshire FA
Deepdale Enterprise Park
Deepdale Lane
Nettleham
Lincoln
LN2 2LL



ROLE PROFILE

Job Title	Designated Safeguarding Officer
Reports to	Head of Football Operations
Salary	£25,908 - £28,225
Role Purpose	<ul style="list-style-type: none">● To support the delivery of The FA Grassroots Football Strategy and Lincolnshire FA Business Strategy.● Manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations;● To manage safeguarding and child protection concerns in a timely manner and in line with FA requirements and guidance.● Significantly contribute to the implementation of The FA's Safeguarding Operating Standard for CFAs;● Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently.● 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.
Direct Reports	None
Location	Lincolnshire FA Office with the opportunity to work at home as agreed with the line manager.
Working Hours	25 – 35 hours per week (negotiable)
Contract Type	Fixed term until 30 th June 2024



KEY ACCOUNTABILITIES

- Operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of The FA's Safeguarding Operating Standard as set out by The FA.
- Track and ensure ongoing compliance with The FA's Safeguarding Operating Standard for County FAs measures, policies, and procedures.
- Support the Senior Management Team and take a dynamic and strategic approach to safeguarding delivery within the Lincolnshire Football Association (LFA) raising awareness and providing organisational support and direction to colleagues.
- Manage safeguarding budgets and provide reports on a quarterly basis.
- To provide the senior leadership team/board with regular reports on safeguarding activity within the 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 LFA, 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 managing safeguarding complaints and concerns effectively, focusing on timeliness and outcomes 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 LFA 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 your 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, inclusive and safe football environments; creating a culture that lives and celebrates safer working practices across the LFA's activity and grassroots football.



- Support the LFA in co-ordinating safeguarding visits, and spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the LFA and to check on the culture and safeguarding practices.
- 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 LFA event involving children and adults at risk is suitably DBS-checked, trained and understands their responsibilities at the event.
- Work with colleagues to embed safeguarding and equality throughout the LFA 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 LFA's changing priorities.

BEHAVIOURS: THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

- Acting with **integrity**, by ensuring we do the right thing and not the easy thing (even when no one is watching) is in the best interest of the game.
- Being **progressive** in all that we do, always looking for ways to continuously improve through giving our staff the freedom to innovate will help us best meet the needs of the game.
- Being **transparent** in all that we do, will help us build relationships that will stand the test of time as they will be based upon high levels of trust.
- **Recognising and rewarding** the hard work, effort, and achievements of everyone who supports and makes the game possible 'For All', which will help us to ensure that people who make a positive difference feel valued and appreciated.
- The **pride** we have for the work we do drives us to care about everyone involved in football in our community as we know this will be key to making our vision a reality.



PERSON SPECIFICATION

KNOWLEDGE, EXPERIENCE & SKILLS

ESSENTIAL

- Knowledge of safeguarding children and/or legislation relating to Adults at Risk;
- Experience of working as a designated person;
- A child-centred approach and the ability to maintain this perspective;
- Clarity about what constitutes poor practice and what is abusive behaviour;
- Experience of writing reports and compiling case file information
- Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity);
- Capacity to handle confidential data/ information sensitively;
- Ability to promote best practice and the importance of a safe and fun environment;
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice;
- Flexibility on hours and weekend working;
- Ability to use Microsoft Office including Word, Excel and PowerPoint

DESIRABLE

- Knowledge of safeguarding statutory organisations for both children and adults at risk;
- Experience of implementing policies, protocols and guidance;
- Knowledge and understanding of the culture and structure of football (or another sporting body);
- Knowledge of The FA's National Game Strategy and The FA's Strategic Plan;
- Driving licence;
- Recognised qualification in Business Administration or equivalent;
- Working knowledge of FA systems such as; Whole Game System and CRM;
- Knowledge of different faith and culture requirements on children;
- Understanding of the effects of various conditions that affect children such as, but not limited to, ADHD and Tourette's.

ENHANCED CRC CHECK REQUIRED:

YES

CLEAN FULL DRIVING LICENCE:

YES

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Chris Funnell, Head of Football Operations

JOB DESCRIPTION AUTHORISED BY:

Nick Hanson

SIGNED BY JOB HOLDER:

DATE SIGNED:



APPLICATION FORM

The decision to invite you to attend for interview will be based on the information you provide on this form. The Lincolnshire FA is an Equal Opportunities Employer.

Position applied for:

PERSONAL DETAILS

Please complete in BLOCK CAPITALS

First Names: Surname:

Mr / Ms / Mrs or preferred title: Are you over the age of 18?

Address:

Post Code: Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Do you have an accepted FA DBS (Criminal Records Check)*

*If you do not hold an FA DBS, it may be a requirement for this to be completed before appointment.

EDUCATION AND TRAINING

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

Dates	Details of School/College/Institution	Course or Qualification	Grade

Please attach a continuation sheet if required



EMPLOYMENT & VOLUNTEERING HISTORY

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package (where applicable and relevant).

Dates	Employers name/nature of business	Job title	Key Responsibilities	Salary/ Benefits

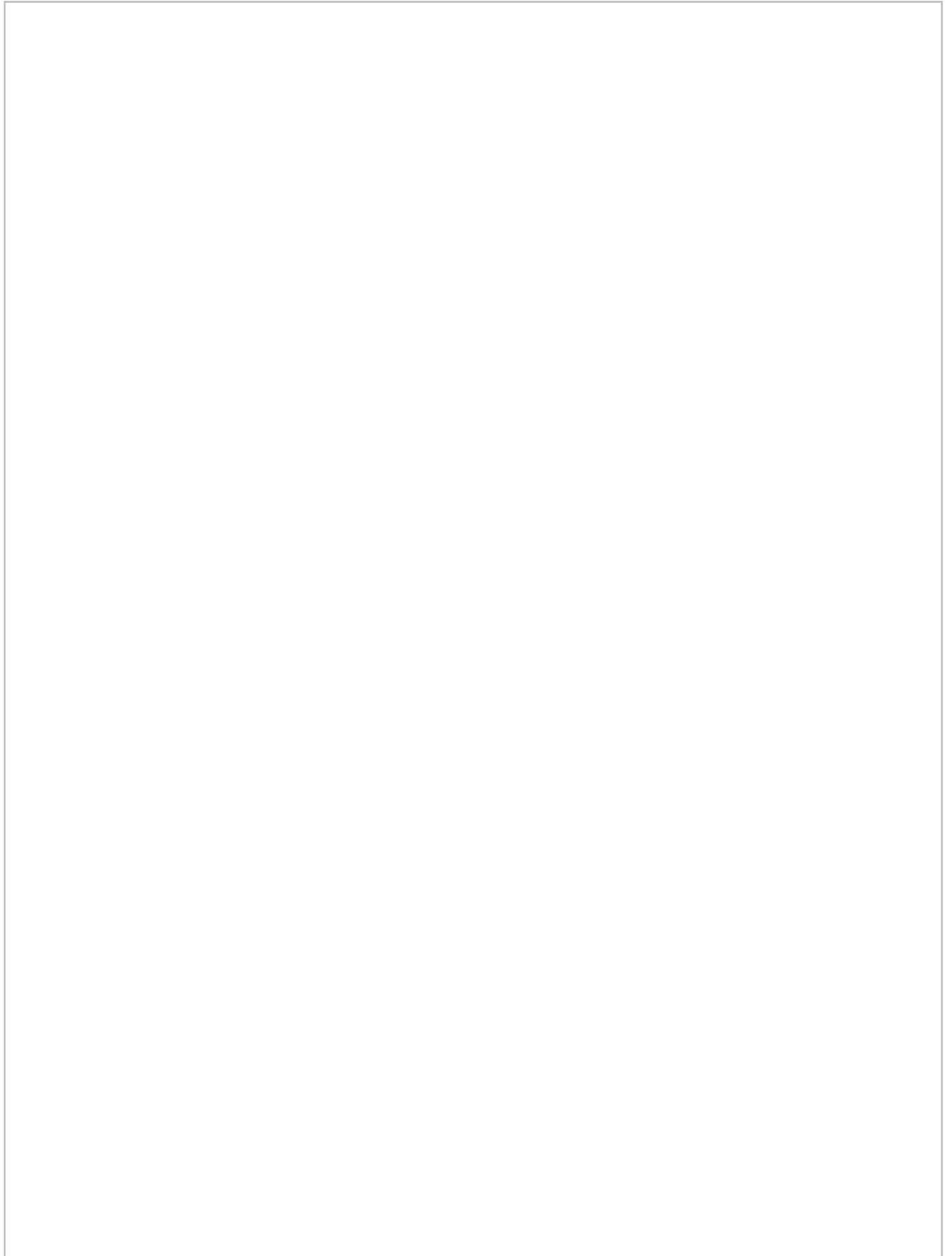
Please attach a continuation sheet if required

HOW DO I MEET THE REQUIREMENTS OF THE ROLE?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application please ensure you have read and fully understand the job advertisement and the role description provided.



**ENGLAND
FOOTBALL**





NAMES AND ADDRESS OF REFEREES

Please give the name and address of two referees, one being your most recent employer

	First Referee	Second Referee
Name		
Address		
Postcode		
Telephone		
Email		
Relationship to you		

ADDITIONAL INFORMATION

Do you require a work permit or are there any restrictions on your ability to work in the UK?

If yes, please give further details:



If your application is successful what notice period would you have to provide your current employer?

DECLARATION

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date: