



**ENGLAND
FOOTBALL**

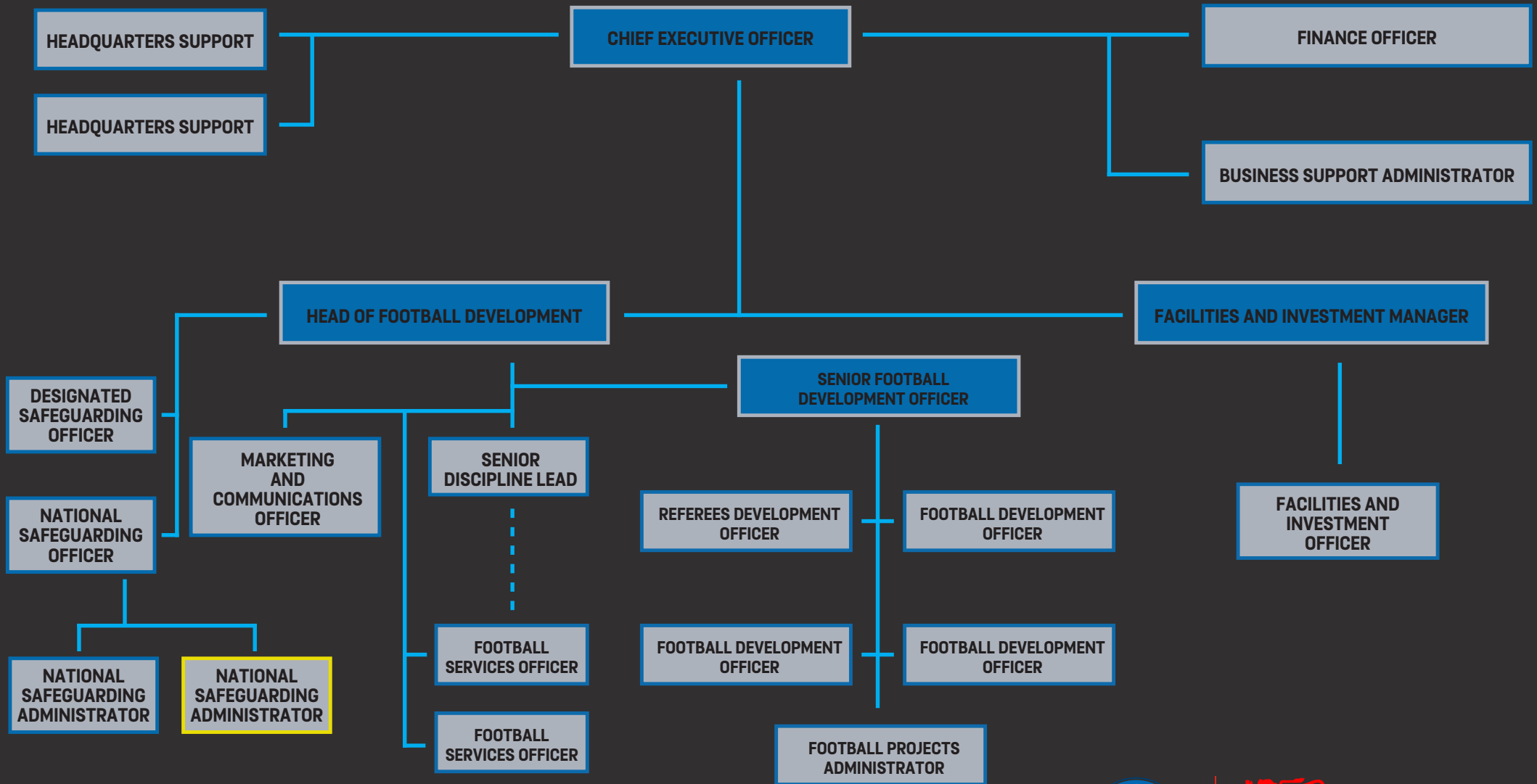
**JOIN THE TEAM
RECRUITMENT PACK**

NATIONAL SAFEGUARDING ADMINISTRATOR

FEBRUARY 2023



STAFFING STRUCTURE



- - - SUPERVISORY RESPONSIBILITIES

SENIOR MANAGEMENT TEAM





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West Riding County Football Association

NATIONAL SAFEGUARDING ADMINISTRATOR

ROLE:	National Safeguarding Administrator
CONTRACT TYPE:	Fixed Term 30th June 2024
HOURS PER WEEK:	35 hours per week
SALARY:	£25,000
BASE:	West Riding County FA Headquarters, Fleet Lane, Woodlesford, Leeds, LS26 8NX
ADDITIONAL BENEFITS:	<ul style="list-style-type: none">• Bike to Work Scheme• Nike Kit• Death in Service Insurance• Employee Pension Scheme• Time off In Lieu Policy• Working from Home Policy• Flexible Working Policy• Individual Training and Education Support Packages

We are excited to offer an opportunity for the right person to join our team and make a real impact as National Safeguarding Administrator.

In partnership with The FA and other County Football Associations nationally, West Riding FA is looking to appoint an enthusiastic, driven and highly organised individual to join our newly formed 'Safeguarding Shared Service Team' to collectively provide administrative support to County Football Associations in ensuring compliance with safeguarding measures in grassroots football.

The job holder will have a national remit focusing on assisting Designated Safeguarding Officers (DSO) to deliver specified safeguarding services for County FAs, in line with The FA Safeguarding 365 Standard for CFAs, legislation, FA safeguarding policy, procedures, regulations, and guidance. The job holder will also work on behalf of The FA to produce monthly reports for all County FAs and report to the Safeguarding 365 Project Team.

The job holder will ensure the highest standards of customer service and process management which will be pivotal to us achieving our national objective of full compliance with Safeguarding measures.

This fantastic opportunity is one of two Safeguarding Administrators both reporting directly to the National Safeguarding Officer and offers the right candidate the chance to drive a culture of excellent customer engagement through successful management of safeguarding compliance measures.

You must be able to work under pressure, handle multiple priorities and meet deadlines. You will also have experience of establishing and ensuring compliance with processes.

For further information on the role, please speak with Gemma Webster (National Safeguarding Officer).

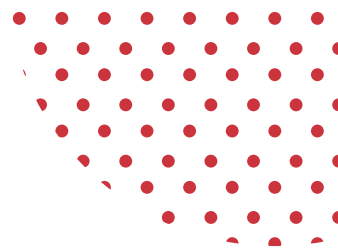
Email: - gemma.webster@westridingfa.com

Phone: 0113 2821222





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HOW TO APPLY

To apply for this position, please complete and return the online application form – [National Safeguarding Administrator](#)

Closing date: 5pm Tuesday 28th February 2023

Interviews: Monday 6th March 2023

EQUALITY AND DIVERSITY

We value diversity and welcome applicants from all backgrounds.

To ensure our recruitment processes are non-discriminatory and that we maintain a diverse workforce profile, we ask applicants to complete a [Diversity Monitoring Form](#) to enable us to collate anonymised data, which helps us to monitor the diversity profile of all our job applicants.



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JOB ROLE PROFILE



JOB TITLE: National Safeguarding Administrator

REPORTS TO: National Safeguarding Officer

JOBS REPORTING INTO THE JOB HOLDER: None

ROLE PURPOSE:

- Assist the National Safeguarding Officer and Designated Safeguarding Officers (DSO) to deliver specified safeguarding services for 17 County FAs, in line with The FA Safeguarding Operating Standard for CFAs, legislation, FA safeguarding policy, procedures, regulations, and guidance.
- Support delivery of The FA National Game Strategy, and the West Riding FA's Business Strategy.
- Support the adoption of FA technology systems across grassroots football.
- Comply with FA rules, regulations, policies, procedures, standards and guidance applicable to this role.
- Produce monthly reports for The FA detailing the compliance position of all 50 County FAs in relation to complying with the Safeguarding 365 measures and report to The FA Safeguarding 365 Project Team

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

SUPPORTING THE NAMED CFA COHORT TO MAINTAIN COMPLIANCE WITH THE FA'S SAFEGUARDING MEASURES

- Provide administrative support to ensure compliance with the Safeguarding 365 measures, providing regular actionable insight to the relevant County FAs DSOs and feedback to their Safeguarding Management Team / CFA Boards on compliance and risk.
- In liaison with DSOs, manage appropriate administrative actions to address non-compliance with Safeguarding 365 measures within named CFAs.
- Support the named cohort of CFAs to complete their Safeguarding 365 club / organisation safeguarding validation visit action plans throughout the season, to review the culture and safeguarding practice and check compliance.
- Where requested to support CFA cohort ensure volunteers attached to CFA run /hosted events involving Children and/or Adults at risks are appropriately DBS checked and safeguarding educated

MANAGING WORKLOADS, CPD AND REPORTING PROGRESS

- Manage a diverse workload being able to prioritise work according to risk and timeframes, providing regular updates to their line manager on progress against the work programme and Performance Development Review.
- Maintain strong links with key County FA and FA staff and attend national FA safeguarding events and CPD courses to ensure knowledge and skills are maintained and updated.
- Work with the named cohort of County FA's to provide feedback and reports to their Safeguarding Management Team / CFA Boards on compliance and risk.



COORDINATING LEARNING AND DEVELOPMENT

- Work collaboratively with named cohort of Designated Safeguarding Officers (DSOs), collate learning and development requirements and provide insight to the cohort of CFAs to support the subsequent planning and delivery of initiatives to meet the needs of sanctioned leagues, affiliated clubs and registered referees each season.
- Working with the named cohort of DSOs and the FA Safeguarding Team, use data to gather insight on the specific needs of Club and League Welfare Officers (youth, adults and disability teams) and support CFAs to deliver relevant support to improve safeguarding culture and practice in clubs and leagues.

RAISE STANDARDS TO CREATE SAFER ENVIRONMENT AND MANAGE CONCERNS THAT ARISE

- Work closely with CFA DSOs / SSLs and 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.
- Support the named cohort of DSOs in dealing with safeguarding poor-practice concerns and complaints with a focus on timeliness and outcomes.
- Support 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.
- Work with colleagues to embed safeguarding and equality throughout the named County FA cohort and grassroots football.
- Provide the highest level of customer excellence to support the named County FA cohort and grassroots volunteers across all relevant FA Technology systems (Power BI, FA Learning, FA Events, Whole Game System, Matchday app, Full-Time and Freshdesk)
- Execute tasks as required in order to meet the named County FA cohort's competing priorities, agreed by Line Manager.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- Relevant experience in project management /administration or relevant experience in a child protection, safeguarding, or welfare role

DESIRABLE

- Completion of recognised Designated Safeguarding Officer training at Level 2 & 3.
- A qualification in business administration, project management, data analysis



SKILLS

ESSENTIAL

- Proficient in the use of IT, Spreadsheets / Data bases, including Microsoft Office applications.
- Outstanding team-working and organisational skills.
- Good communication, interpersonal and influencing skills.
- Ability to write reports and compile case file information.
- Capacity to handle confidential data/information sensitively.
- Effective prioritisation and time-management skills.

DESIRABLE

- Effective presentation and facilitation skills.
- Ability to de-escalate heated and challenging situations.
- Experience of working within a safeguarding or welfare related environment handling concerns, disclosures and /or allegations.
- A child-centred approach, able to maintain this perspective and use common sense
- Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity).
- Ability to promote safer practice and the importance of safe and fun football environments.

KNOWLEDGE AND EXPERIENCE

- A high level of emotional intelligence
- A curious attitude
- Experience of implementing policies, protocols and guidance.
- Knowledge and understand how data informs decision making and assists organisations meet strategic objectives
- Knowledge of safeguarding statutory organisations for both children and adults at risk.
- Knowledge of what constitutes poor practice and what is abusive behaviour.
- Demonstrate a working knowledge of inclusion, equality and anti-discrimination.
- Knowledge and understanding of working with volunteers.
- Working knowledge of FA systems such as Whole Game System, Electronic Safeguarding Assessment (ELSA) and Customer Relationship Management (CRM).
- Knowledge of current safeguarding legislation, policy and practice relating to children and adults at risk.
- Knowledge of the statutory agencies' roles in safeguarding children and adults at risk.
- Experience of working as a designated person.
- Knowledge of The FA's National Game Strategy.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
- 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.



FA VALUE AND BEHAVIOURS

- | | |
|--------------------|--|
| PROGRESSIVE | We embrace new thinking in the pursuit of continuous improvement ,Innovation, Creative, Future thinking, Ground-breaking, Problem Solving, Challenge |
| RESPECTFUL | We set the standards for respectful behaviour across the game. Maintaining Standards, Role modelling, Respecting others' opinions and values |
| INCLUSIVE | We champion and ensure that football is and will remain a game for everyone. Championing, Supporting, Including, Leading, Collaborative |
| DETERMINED | We are tenacious and accountable to each other in serving the whole game and doing the right thing.
Driven, Stamina, Tenacious, Focused, Resilient |
| EXCELLENT | The very best outcome can only be achieved by sustained excellence in performance. Be the best you can be, Striving for success, Excelling, Exceeding expectations |

WEST RIDING FA VALUES AND BEHAVIOURS

- | | |
|----------------|---|
| VISION | To create enjoyable experiences and help form lasting memories through football |
| PURPOSE | More people playing football more often |



VALUES

SIMPLE

- We keep our communication easy to understand and our processes uncomplicated

TRANSPARENT

- We make our decisions and actions open , honest and consistent

ACCESSIBLE

- We are there for when our customers need us

INCLUSIVE

- We ensure that everybody can enjoy the game regardless of individual difference

RELEVANT

- We understand the views needs and expectations of everyone involved in the game

CARE

- We are passionate about delivering an exceptional football experience

FURTHER INFORMATION

This role does not involve regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities and does not requires an enhanced DBS check.

This job description is only a summary of the role as it currently exists and is not meant to be exhaustive.

The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.



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FOOTBALL**

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The Equality Standard
A Framework for Sport

PRELIMINARY