

JOB DESCRIPTION

Job Title: Senior Safeguarding Manager	Current Job Holders: New Role
Department: Exec Office	Effective Date: July 2021
Location: All Club Sites	Role Type: Employee

JOB PURPOSE

We are looking for an experienced and qualified Senior Safeguarding Manager who has excellent experience of working with children, ideally within an educational and/or sporting environment.

The Senior Safeguarding Manager will primarily be responsible for managing and reporting safeguarding concerns, drafting, implementing, and enforcing policies, procedures, and daily practice to safeguard children, young adults, and adults at risk across the Academy, Club and Community Trust.

The role will work with the support of the DSO's to drive and unify the Clubs Safeguarding strategy across all sites.

The post requires flexible working hours, including evening and weekends. Being located within commutable distance to Luton is essential.

RESOURCES MANAGEMENT

Management responsibility for: N/A

Reports to: Operations Director / Community Trust / Board

Budgetary signing limit and commercial framework: N/A

KEY RESPONSIBILITIES

- To work closely with all Academy/ Club/ Community Trust staff to create a positive, child-centred environment with an open door and confidential approach to working.
- Ensuring good practice is met by championing the safeguarding policies and procedures across all sites.
- Continuously improving staff, player, and visitors' awareness of the Clubs and Community Trust's commitment to safeguard children, young people, and adults at risk.
- Be the first point of contact within the Academy/ Club/ Community Trust for reporting and managing concerns.
- Manage cases reported to and by the Academy/ Club/ Community Trust staff using the online reporting application, currently the Club use 'TootToot'.
- Maintain accurate, confidential, and up-to-date documentation on all safeguarding cases required in line with GDPR regulations, undertaking further investigations when required.

- Co-ordinate the dissemination of policy, procedures, and resources throughout the Academy/ Club/ Community Trust, including but not limited to staff, players, parents, and guardians.
- Provide advice and support to all staff, volunteers, and associates of the Academy/ Club/ Community Trust in relation to safeguarding concerns and queries.
- Record, monitoring, and update the Safeguarding Training register, ensuring staff training is up to date, including the FA Safeguarding Children certificates and First Aid for coaches.
- Responsible for identifying staff training and development needs by evaluating strength and weaknesses. In addition, once identified, responsible for planning, organising, and overseeing appropriate training on an annual basis.
- Support the Clubs Safer Recruitment process by ensuring new and existing Academy/ Club/ Community Trust staff, undertake the relevant DBS checks in a timely manner.
- Attend Academy/ Club/ Community Trust training and fixtures from time to time to observe and feedback where applicable on best practice. Including but not limited to venues home and away.
- Deliver educational workshops for players and parents during the season on safeguarding and other initiatives, such as online safety.
- Attend and contribute to the Academy Management Team meetings as a representative of the safeguarding team.
- To maintain player information confidentiality and professional distance from all playing staff acting within professional codes of conduct and scope of practice at all times.

Health & Safety:

Employee requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Clubs Health & Safety Policy.
- Consider the Health & Safety implications of all actions and inaction within your role.
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role.
- Follow and adhere to; safe management systems and working practices in line with the Clubs Health & Safety Policy.
- Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required.
- Regularly review risk assessments, safe working, and management systems associated with your role.
- Liaise regularly with the Clubs appointed Health & Safety representatives to support and maintain compliance.
- Maintain records of all Health & Safety issues within your role and area of responsibility.

MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION

Education/Qualifications/Training:

- FA Safeguarding Level 2 or equivalent - training will be provided to obtain Level 3
- Degree Educated or equivalent.

Specific Experience:

- Experience of safeguarding and working with children, ideally in Football/ sports is preferred. However, support will be given to those within a transferable profession such as; Nurses, prison officers, youth workers, children's homes, social care etc.
- Knowledge of child development, experience in managing challenging behaviour by children and experience of direct work with children.
- Excellent IT skills and experience in use of all Microsoft Office products.

- Committed and driven by deadlines and results.
- Ability to turn ideas into deliverables with minimal supervision.

Abilities/Skills/Knowledge:

- Ability to communicate effectively, clearly, and accurately both verbally and in writing with colleagues, players, vulnerable groups, and their parents/carers.
- Ability to recognise and challenge inappropriate behaviour and poor practice.
- Discretion and an ability to keep sensitive information confidential sharing information where appropriate.
- Ability to record, handle and store clear and comprehensive records and information in line with relevant legislation.
- Always hold a professional manner and remain compliant with confidentiality.
- Must be pro-active, motivated, organised, responsible and able to work independently as well as in a team.
- Highly developed problem-solving skills, resilience, and the ability to perform well under pressure.
- Demonstrate good listening skills and have the ability to resolve issues where appropriate.
- Ability to multi-task whilst maintaining priority efficiencies.
- Focused on achieving Club, departmental and individual success.
- Be an ambassador for the Club presenting the Club in a positive image at all times.

Additional Information:

- This a Full-Time role.
- Applicants must be eligible to live and work in the UK.

SAFEGUARDING STATEMENT

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

EQUALITY STATEMENT

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Clubs Equality, Diversity, and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.