



## Safeguarding Officer - Job Description

Job Title	Safeguarding Officer
Reporting To	The Board
Department	N/A
Direct Reports	N/A
Location	Princes Park (Dartford, DA1 1RT), K Sports Cobdown (Aylesford, ME20 6AU) & Various Stadiums for Away Fixtures
FT/PT & Salary	Full Time - Competitive

### Key Objectives of the Role

- To provide leadership, management and implementation of the Club's safeguarding strategy, policy and procedures.
- This role should ensure a collaborative approach across the Club to the promotion of safeguards and the protection of children, young people and adults at risk both on and offline.
- Work in partnership with The FA, statutory agencies and other relevant organisations to report and manage concerns effectively and efficiently.

### Main Duties/ Responsibilities

- Pro-actively promoting and raising safeguarding awareness.
- Being the Club's lead source of safeguarding support, advice and expertise.
- The implementation, promotion and review of the Club's safeguarding policies, procedures and best practice guidelines.
- Provide regular reports to The Board.
- Work closely with senior management to develop and implement safer recruitment and induction practices across the Club.
- Giving direction and guidance to staff in respect of safeguarding concerns, allegations and the Club's whistleblowing policy.
- Respond to poor practice concerns within the Club and its Pathway in line with disciplinary policy.
- Ensure all safeguarding and poor practice concerns are recorded in a robust system and securely retained in accordance with data protection legislation.
- Work in partnership and maintain effective relationships with statutory and football authorities, sharing information where appropriate to safeguard.
- Maintain accurate, confidential and up to date records on all safeguarding concerns and allegations in line with Applicable Data Protection Laws.
- Attending regular safeguarding training and maintaining an up to date knowledge of relevant legislation, regulations and best practice.
- Ensure all staff/volunteers understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups and respond appropriately to safeguarding concerns.
- Ensuring staff engage with regular safeguarding education to ensure they develop and maintain the necessary skills and knowledge to safeguard in their role.
- To address poor behaviour and raise standards in football, promote safeguarding and creating a culture that celebrates good practice across the club and pathway.
- Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season.



## Safeguarding Officer - Job Description

- Arrange and deliver briefing workshops, in safeguarding topics such as anti-bullying, appropriate use of social media, code of conducts, to staff and players.

**The above provides an outline for the role required and should not be regarded as a conclusive list.**

### Person Specification

#### Essential

- A professional background in child related work.
- Knowledge of safeguarding children legislation and statutory guidance.
- Experience of working in safeguarding or child/adult protection and implementing policy and procedure.
- Comprehensive understanding of Local Authority statutory bodies.
- A person-centred approach and the ability to maintain this perspective.
- Excellent communication skills with the ability to build meaningful, strong relationships with staff, players and parents/careers
- 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 environment.
- Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.
- Ability to use Microsoft Office including Word, Excel and PowerPoint.

#### Desirable

- Professional qualification in social work, probation or experience in a police child protection team.
- Proven experience of volunteering with children or young people.
- Proven experience of an inclusive approach.
- Knowledge and understanding of the culture and structure of football
- Working knowledge of systems such as Whole Game System and Customer Relationship Management (CRM).
- Experience of organisation assessment or audits.

**If you have the aspiration, drive, and qualifications to join our professional Club, please send your CV, cover letter (one page maximum), current salary and available start date to [amber.wildgust@londoncitylionesses.com](mailto:amber.wildgust@londoncitylionesses.com) by 5pm Monday 20 February 2023.**

Interviews will be held at a date to be confirmed and only those invited to interview will receive return notification from London City Lionesses.

London City Lionesses is committed to a policy of treating individuals fairly and recruiting, selecting, training, and promoting based on merit, experience, and other work-related criteria. We do not discriminate against any applicant based on age, race, religion, sex, disability, sexual orientation, or gender identity.