

AFC Bournemouth Community Sports Trust

Job Description

Job Title	Safeguarding Manager
Reports to	Head of Community
Location	Community office, Ringwood
Hours	Full Time
Job Description	Reporting to the Head of Community, the Safeguarding Manager will be the senior point of contact for all Trust safeguarding matters. The Safeguarding Manager will ensure all policies and procedures are in place to promote the safeguarding of all participants, environments, staff and events.
Remuneration	£24,000-£28,000

Role Accountabilities & Key Duties	
1	To be committed to the safeguarding of participants and staff.
2	To work closely with the Club Head of Safeguarding to ensure the effective implementation of Safeguarding Policies and Procedures throughout all the Trust's engagement with Children and Adults at Risk.
3	To establish and maintain positive and professional relationships with students, parents/carers, colleagues and support participant and staff wellbeing issues and record actions taken.
4	To act as the first point of contact for any safeguarding child and adult concerns, providing timely, relevant support and advice, including issues raised in the Club "Whistle Blowing" Policy.
5	To make timely external referrals as necessary to Statutory Agencies and LADO in order to appropriately protect, safeguard and support all Children or Adults deemed at risk of significant harm.
6	To work closely with the Club Head of Safeguarding in managing the Trust's Safeguarding cases including incidents, allegations, poor practice and ensure appropriate notification to Affiliated Football Authorities, The Charities Commission and The PLCF.
7	To maintain up to date, accurate, confidential records in line with Club Safeguarding Policies and Procedures.
8	To establish and maintain strong working relationships with relevant statutory, voluntary and community agencies.
9	To attend a range of external meetings where necessary – including multi-agency strategy meetings, core groups, child in need meetings, team around the family, adult protection meetings – ensuring adherence to the guidelines and requirements for attending such meetings.
10	To provide, collate and monitor accurate and timely data on safeguarding incidents and outcomes in regular reports to the Head of Community and The Board of Trustees.
11	Provide day to day support for staff on safeguarding matters acting as a source of support, advice and expertise within the trust. Liaising with staff as part of the ongoing monitoring and support of participants when there has been a safeguarding concern.
12	To implement best practice in relation to safeguarding and ensure the Trust continues to achieve all criteria in The Premier League Safeguarding Standards and PLCF Capability Code of Practice.

13	To risk assess all CST Projects and Programmes engaging with Children and Adults at Risk to ensure the correct level of safeguarding provision is embedded throughout participation and support staff with safeguarding risk assessments and approve safeguarding arrangements for all activities.
14	To develop a quality assurance process for CST Project and Programmes ensuring safeguarding provision is reviewed and continually improved.
15	To attend internal Club safeguarding related meetings and input into the design of safeguarding systems, policies, and procedures and in the delivery of the safeguarding strategy.
16	To attend internal and external safeguarding training events.
17	To keep informed of current and updated legislation, statutory and other guidance with regards to safeguarding Children and Adults at Risk and/or related matters such as data protection and confidentiality, cascading the information accordingly with the Trust.
18	To develop and deliver high quality safeguarding training to all CST staff and volunteers.
19	Act as an additional DBS verifier for staff and volunteers where required.
20	Provide schools or other partner organisation's safeguarding leads with DBS information for staff in line with SLA's.
21	Support the EDI Manager in implementing a wellbeing programme for staff and volunteers.
22	Oversee the effective use of MyConcern and manage all Trust concerns on the system.
23	Undertake any other duties involving safeguarding Children and Adults at Risk commensurate with the grade as appropriate.

How to Apply

Please send your CV and covering letter to
Head of Community, Steve Cuss
steve.cuss@afcb.co.uk

AFC Bournemouth Community Sports Trust is an equal opportunities employer and ensures that staff and volunteers are able to achieve their full potential. AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

We actively encourage applications from women, and individuals from ethnically diverse communities.

*For further information on accessibility within the stadium please **click here**.*

AFC Bournemouth Community Sports Trust is committed to protecting all children, young persons, and adults at risk in its care or attending its premises and expects all staff and volunteers to share the same commitment.

For all positions where a DBS check is required, an offer of employment will be subject to receipt of satisfactory disclosure at the appropriate level.

Any and all potential agreements, relationships or commitments that could be considered a conflict of interest should be disclosed upon application to this vacancy by emailing steve.cuss@afcb.co.uk. You will also be asked whether you have any conflicts to disclose upon receipt of your application.

Satisfactory references will be required for all positions, your eligibility to work with the community sports trust will be subject to receiving appropriate referencing.

We strive to create a positive and safe environment and ensure all who interact with the club feel safe, protected, and heard.

AFC Bournemouth Community Sports Trust can exercise their right to perform external searches and to confirm information provided by candidates. It does not retain any data during this process.

	Requirements	Essential	Desirable
1	Education and Training - Formal qualifications and relevant training	<ul style="list-style-type: none"> - Educated to Degree Level or equivalent - Recognised Safeguarding qualification or relevant professional experience - Willing to participate in and undertake training as necessary 	- Evidence of Continuing Professional Development in safeguarding
2	Work Experience - Ability to undertake duties of the post	<p>Three years experience of:</p> <ul style="list-style-type: none"> - Carrying out a substantial safeguarding role to include dealing with a range of issues such as abuse, neglect, radicalisation, CSE - Making appropriate referrals into Children and/or Adult Social Care - Completing safeguarding related risk assessments, putting in place relevant control measures that leads to informed decisions - Developing working relationships internally and with external agencies successfully - Delivering safeguarding related staff training - Attending statutory, multi-agency and family meetings - A track record of providing and analysing statistical data in a clear, understandable report format - Proven track record or working with complex issues of a difficult and sensitive nature - Providing effective safeguarding support and guidance 	<ul style="list-style-type: none"> - Experience of completing/leading on EHAs - Experience of safeguarding in a football or sports related education environment
3	Skills and Knowledge - Includes abilities and intellect	-Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance	Understanding of diversity, Equality and Disability Discrimination legislation.

		<ul style="list-style-type: none"> -Have a good, sound, working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance -Preparing and presenting safeguarding, child and adult protection reports and information -A knowledge of available safeguarding support services and referral routes -Excellent administrative and organisational skills -Good IT skills -Capable of working under operational pressure in a challenging environment -Ability to meet deadlines effectively -Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals 	
4	Personal Qualities - Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)	<ul style="list-style-type: none"> - A courteous, positive and ‘can do’ problem solving approach - An ability to form good working relationships with colleagues and to work cooperatively in a team - Ability to deal with situations sensitively and with empathy, both face to face and telephone communication - Ability to work with a range of people at all levels - Ability to work on own initiative - Be able to work flexible hours (including evenings and weekends) 	
5	Other	<ul style="list-style-type: none"> - Full, clean UK driving licence - First Aid trained - Demonstrate a commitment to equal opportunities 	

Equal Opportunities

AFC Bournemouth Community Sports Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Privacy Notice

AFC Bournemouth Community Sports Trust is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and meeting its obligations under the General Data Protection Regulation and the Data Protection Act 2018. For more information please see our Privacy Notice.

Application

Via CV with a one page covering letter to steve.cuss@afcb.co.uk

Closing Date

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AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures when requested and contributing to the maintenance of the AFC Bournemouth's environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

AFC Bournemouth Community Sports Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.