

AFC Bournemouth Community Sports Trust

Job Description



Job Title	Safeguarding Manager
Reports to	Head of Community
Location	Dorset & Hampshire
Hours	Full Time
Job Description	The Safeguarding Officer will work to ensure safeguarding is embedded throughout The CST operations on a day to day basis.
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 CST engagement with Children and Adults At Risk.
3	To establish and maintain positive and professional relationships with students, parents/carers, colleagues and others as part of duties.
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 under 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 CST safeguarding cases 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 child protection conferences, 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 CCO Senior Safeguarding Lead and The Board of Trustees.
11	To liaise with staff as part of the ongoing monitoring and support for participants when there has been a safeguarding concern.
12	To implement best practice in relation to safeguarding and ensure The CST 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.
14	To develop a quality assurance process for CST Projects 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.
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 within The CST.
18	To develop and deliver high quality safeguarding training to all CST Staff and volunteers.
19	Undertake any other duties involving safeguarding Children and Adults at Risk commensurate with the grade as appropriate.

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 	<ul style="list-style-type: none"> - 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	<p>Skills and Knowledge - Includes abilities and intellect</p>	<ul style="list-style-type: none"> -Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance -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 -Able to establish and maintain positive and professional relationships -Ability to work in a crisis situation 	<p>Understanding of diversity, Equality and Disability Discrimination legislation.</p>
4	<p>Personal Qualities - Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act)</p>	<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 	

		<ul style="list-style-type: none"> - 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) 	
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AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications for all sectors of the community (Equality Act 2010).

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. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.