

## Role Profile

<b>Job Title:</b>	<b>County Welfare &amp; RESPECT Officer</b>		
<b>Reports To:</b>	<b>Referee and Designated Safeguarding Officer</b>	<b>Salary:</b>	Circa £25,000pa (full time) + Benefits
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>▪ Manage in conjunction with the DSP all day-to-day aspects relating to safeguarding children and vulnerable adults within the County in line with legislation and FA policy, regulations, guidance and FA procedures and minimum operating standards</li> <li>▪ Pro-actively lead on promoting and delivering the RESPECT programme to promote fair play and improve participant behaviour</li> <li>▪ To support the delivery of the National Game Strategy and Business Plan objectives</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<ul style="list-style-type: none"> <li>▪ To maintain County FA compliance in line with the FA's minimum operating safeguarding standards and ensure Club and Coach compliance</li> <li>▪ To be the main point of contact for all children and adults to report concerns and establish and maintain a robust complaints and monitoring procedures.</li> <li>▪ Investigate all poor practice concerns relating to children and vulnerable adults in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to Leagues and Clubs and colleagues.</li> <li>▪ Refer to FA Case Management child protection and vulnerable adults abuse concerns and take action(s) in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team.</li> <li>▪ Ensure all referrals are recorded on the FA case management system(s) and securely retained in accordance with FA regulations, policies and data protection legislation.</li> <li>▪ In conjunction with the DSO, ensure the County FA is compliant with safeguarding legislation e.g. Data Protection, Children's Act, Sexual Offences Act, Protection of Freedoms Act (Criminal Record Checks) and the Governments 'Working Together guidance 2013'.</li> <li>▪ Manage an effective designated persons network; liaising with the Local Authority Designated Officer(s), Children's Social Care, Police Child Protection Team(s).</li> <li>▪ Develop, educate, support and communicate with youth Leagues and youth Club Welfare Officers to become and remain compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.</li> <li>▪ To ensure safe and inclusive information, including policies, reporting procedures, best practice guidelines and case studies are up to date and clearly displayed and accessible to the volunteer workforce.</li> <li>▪ To promote best practice amongst the network and keep designated Board members and senior management abreast of any safeguarding issues.</li> <li>▪ To champion the FA's RESPECT programme and 'Kick it Out' campaigns to pro-actively improve fair play and participant behaviour across the game.</li> <li>▪ To promote safe and inclusive football for all and to raise standards and improve behaviour in grassroots football by monitoring participation behaviour.</li> <li>▪ Liaise with colleagues regarding discipline cases and reports of bad practice and interview participants as and when required</li> </ul>			

3. Knowledge/Experience/Technical Skills/Behaviours	
<p style="text-align: center;"><b>Essential:-</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of current child protection legislation and The Children Act and safeguarding children and/or vulnerable group's legislation</li> <li>▪ Experience of working as a designated person</li> <li>▪ A child centred approach and the ability to maintain this perspective</li> <li>▪ Understanding of what constitutes poor practice and what is abusive behaviour</li> <li>▪ Experience of writing reports and compiling case file information</li> <li>▪ Ability to deal constructively with people's emotions (e.g. upset, distress, conflict, animosity)</li> <li>▪ Capacity to handle confidential data/information sensitively</li> <li>▪ Ability to promote best practice and the importance of a safe and fun environment</li> <li>▪ Demonstrates a working understanding of inclusion, equality and anti-discrimination, anti-bullying, safeguarding and best practice</li> <li>▪ Driving licence</li> <li>▪ Flexibility on hours and weekend working</li> <li>▪ Ability to use Microsoft Office including Word, Excel and PowerPoint</li> </ul>	<p style="text-align: center;"><b>Desirable:-</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of safeguarding statutory organisations</li> <li>▪ Experience of implementing policies, protocols and guidance</li> <li>▪ Knowledge and understanding of the culture and structure of football (or another sporting body), especially youth participation</li> <li>▪ Knowledge of The FA's National Game Strategy</li> <li>▪ A good professional network which adds value to the role</li> <li>▪ Experience of delivering training and workshops</li> </ul>
b) Behaviours	
<ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Team approach</li> <li>• Excellent Communicating and Presenting skills</li> <li>• Delivery focussed</li> <li>• Customer Excellence ethos</li> <li>• Developing Self and Others</li> <li>• Pro-active with a cost-effective approach</li> <li>• Well organised</li> <li>• Interviewing skills</li> <li>• Good listener</li> <li>• Motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Empathetic and trustworthy</li> <li>• Objective but understanding</li> <li>• Attention to detail</li> <li>• Resilient and determined</li> <li>• Rationale and not quick to jump to conclusions</li> <li>• Approachable and friendly</li> <li>• Tactful and discrete</li> <li>• Able to resolve conflict</li> <li>• Engaging and supportive</li> </ul>

**Further Information**

a) Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES /NO (delete as applicable)

Where the answer to the above question is **YES** the following wording will be included in any advertisement

“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. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope

Completed by Name/Role	
Signature	
Date	

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.