JOB DESCRIPTION

**Job Title:** HEAD OF SAFEGUARDING (Part-time) **Department:** ADMINISTRATION

**Reports To:** CEO/HEAD OF ACADEMY/HEAD OF COMMUNITY

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| **SUMMARY OF JOB ROLE**  |

To provide effective leadership and management in the safeguarding of children and vulnerable groups at risk, ensuring full compliance across the Club, Football League and government legislation, whilst maintaining key stakeholder relationship both externally and internally.

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| **PRINCIPAL RESPONSIBILITIES & ACCOUNTABILITIES**  |

* Leading on the development and delivery of the Club’s safeguarding strategy, vision and values.
* Ensuring Club compliance with statutory obligations under relevant legislation, rules, regulations, standards and guidance as laid down by the football authorities under which the Club is bound (i.e. the Premier League, the FA).
* Proactively identify and mitigate safeguarding risks to individuals and the Club.
* Leading on the development, implementation and regular review of the Club’s safeguarding policies and procedures and ensure that they meet statutory and football authority requirements and are aligned with best practice.
* Leading on embedding and maintaining a culture whereby safeguarding is recognised as a shared responsibility across all areas of the Club’s work.
* Monitoring and identifying each of the activities across the Club with a view to ensuring the Club’s safeguarding procedures and processes are implemented and remain best practice.
* Leading on the development and delivery of the Club’s safeguarding workforce development plan ensuring that all stakeholders receive regular education commensurate with the level of responsibility and engagement with children and/or adults at risk.
* Working closely with and report on a regular basis to the Club’s and Trust’s board.
* Working closely with heads of departments to develop and implement safer recruitment and induction practices across the Club.
* Proactively promote and raise safeguarding awareness and safer working practices across the Club.
* Working with colleagues, football authorities and other key partners to inform children and adults at risk about their rights and empower them to report concerns.
* Being first point of contact for staff, parents, children, adults at risk and, if appropriate, external agencies in regard to information or referral of safeguarding matters within the Club and maintaining safeguarding referrals, concerns and incidents efficiently and effectively in line with statutory and football authority requirements.
* Give support, direction and guidance to staff in respect of all safeguarding incidents, concerns or allegations.
* Ensuring that Safeguarding Officers are trained, supported and supervised.
* Developing and implementing safeguarding education specific to individual roles and responsibilities to ensure that staff develop and maintain the necessary skills and knowledge to safeguard children and adults at risk

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| **PRINCIPAL RESPONSIBILITIES & ACCOUNTABILITIES**  |

* Developing and maintaining relationships with statutory and football authorities (such as the Police, Children’s Services, Local Safeguarding Children Board, Local Authority Designated Officer, Safeguarding Vulnerable Adults Teams, NSPCC, the Premier League, the Football League and the FA).
* Attending regular safeguarding training and keeping abreast of current safeguarding issues, legislation, statutory guidance and best practice.
* Working with colleagues, football authorities and other key partners to ensure that there is a collaborative and cohesive approach to proactive prevention and awareness raising measures, and where appropriate, interventions and responding to issues.
* Leading, providing direction, regular reports and updates to Safeguarding Officers and facilitating regular Safeguarding Committee meetings.
* Acting as the Club’s lead source of safeguarding support, advice and expertise, supporting the senior management team.
* Responsibility for requesting, logging, chasing DBS checks for both new starters and renewals

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| **SAFEGUARDING** |

You are required to understand and adhere to personal responsibilities under the Club’s safeguarding policy, procedures and externally issued guidelines.

Ensure safeguarding policies are understood and adhered too

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| **COMPLIANCE** |

Ensure yourself and others conduct themselves in a manner that adheres to, complies with and supports the Club’s policies and procedures in accordance with but not exclusive to Health and Safety, the Premier League and Football Association

Adhere to the Club Codes of Conduct at all times

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| **EQUALITY** |

Shrewsbury Town Football Club is an equal opportunities employer and as such you will be required to support a culture, through behaviours, words and actions, that demonstrates that STFC’s workforce supports a commitment to the equality of opportunity, diversity and inclusion.

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| **PERSONAL SPECIFICATION** |

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| **Skills/Qualifications/Experience** |  **Essential** | **Desirable** |
| Two years previous experience in a Football Club environment. | Yes |  |
| Experience within the football industry environment. | Yes |  |
| Excellent written and verbal communication skills. | Yes |  |
| Exceptional attention to detail. | Yes |  |
| Thorough knowledge of Football Governance and Rules. | Yes |  |
| Ability to work to tight deadlines, under pressure, in a fast-paced environment. | Yes |  |
| Ability to work as part of a highly-driven and commercially aware team. | Yes |  |
| An enthusiastic and friendly personality, with an ability to build up connections with various members of the community.  | Yes |  |
| Excellent organisation skills. | Yes |  |
| Experience with all MS programmes | Yes |  |
| A full UK driving license and access to a car. | Yes |  |
| Must be willing to work unsociable hours | Yes |  |