



Role Profile & Person Specification

Job Title	Designated Safeguarding Officer, Vanarama National League
Reports to	General Manager of the Vanarama National League

The National League System

The National League System (NLS), which is under the jurisdiction of The FA, comprises the seven levels of the English football league system

The National League is at Step 1 and 2 of the NLS immediately below the level of the Premier League and English Football League.

Job Purpose

Support the Vanarama National League and its Clubs to work in line with FA safeguarding policies, procedures, regulations, standards and guidance.

Guide Clubs to develop ever-safer culture and practice, through their preventative safeguarding measures and in managing to low-level concerns.

Work closely with the County FAs and The FA Safeguarding staff, including in managing safeguarding concerns.

Direct Reports	N/A
Location	Home based and attending the office, and on the road, as required
Working hours	Full-time
Contract type	Permanent contract

Responsibilities

Main areas of responsibility (included, but not limited to)

1. Lead the implementation of safeguarding for the National League, and input to the development of safeguarding as part of the League's governance structure, processes, and systems.
2. Raise awareness, educate, and support National League Clubs to understand and deliver on their safeguarding responsibilities, in line with legislation, FA policies, procedures, regulations, standards and guidance.
3. Work with The FA Safeguarding Teams and relevant County FA Designated Safeguarding Officers in the management of safeguarding concerns in line with The FA's policy on thresholds for referrals.
4. Support member clubs to recruit, appoint and induct Welfare Officers and support clubs to embed safeguarding into their culture and practice.
5. Facilitate annual safeguarding training for National League Clubs and their Club Welfare Officers (CWOs).
6. Work with The FA to ensure that the relevant technology systems align, support, and enable effective compliance oversight of the requirements in the Safeguarding Standard.
7. Maintain current safeguarding CPD, attend relevant safeguarding training and networking meetings with The FA, Vanarama National League, and wider football stakeholders.
8. Provide quarterly safeguarding reports and regular safeguarding updates for the General Manager of The National League and the National League Board as required.
9. Any other safeguarding duties as required by Vanarama National League.

Person Specification
Qualifications
<p>Essential Safeguarding qualification and/or relevant proven experience in a child protection, safeguarding, or welfare role.</p> <p>Desirable Completion of recognised national Designated Safeguarding Officer training at Level 3.</p>
Knowledge and Experience
<ol style="list-style-type: none"> 1. Experience of developing, managing, and implementing policies, procedures and standards in safeguarding and the welfare of young people and adults at risk. 2. Ability to influence, advise and support staff on low-level and safeguarding concerns, and escalate these appropriately, in line with statutory requirements and FA safeguarding policy and regulations. 3. A sound knowledge of learning principles and how to apply these to develop effective e-learning, digital and in-person learning, and use a blended learning approach. 4. A proven track record of a child and adult centred approach to safeguarding. 5. Ability to exercise the highest standards of confidentiality and work sensitively with those affected by issues of safeguarding. 6. Ability to analyse complex situations, make decisions and advise appropriately. 7. Ability to identify and address low-level concerns and ensure that necessary change is implemented. 8. Excellent communication and interpersonal skills including written, verbal, and presentation skills. 9. Practical experience of planning and delivering workshops, training events, network events and supporting knowledge sharing with a range of stakeholders. 10. Proven planning and organisational skills with excellent attention to detail. 11. Examples of self-motivation and the ability to work on own initiative as well as part of a team. 12. Keep up to date with legislation, policy and recognised good practice and disseminate these as appropriate. 13. Ability to work in an inclusive way, influencing and driving cultural and organisational change. 14. A working knowledge of data protection legislation, principles, and practice.
Technical Skills
<ul style="list-style-type: none"> • Ability to create, deliver and facilitate engaging and transformational presentations to a wide range of key stakeholders • Time and project management skills • Reporting Writing skills • Advanced Microsoft Office skills • Ability to facilitate problem solving
Desirable
<ul style="list-style-type: none"> • Experience of establishing effective working relationships, partnerships, and collaborations with a range of stakeholders. • Experience of working with young people and adults at risk. • An understanding of day-to-day operational issues facing sports clubs.

Enhanced DBS Check Required	This role requires an Enhanced Disclosure and Barring Service Criminal Records Check (DBS). Applicants will be asked about any previous convictions, cautions, reprimands that are not 'protected' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).
Clean driving licence required	Yes

Signed by Job Holder (on appointment):	
Date signed:	