



<b>Job title:</b>	Lead Designated Safeguarding Officer, covering the Football Club (Club / Academy) and the Sports & Education Trust.
<b>Pay Scale:</b>	Dependant on Experience.
<b>Leave:</b>	28 days (20 days plus 8 Bank Holidays)
<b>Probationary Period:</b>	Post is subject to completing a satisfactory probation period, the duration will be agreed and documented in the offer of employment.
<b>Hours:</b>	40 hours per week (includes 1 hour for lunch), that may involve some unsociable hours (evenings), Bank Holidays, and weekend work.
<b>Responsible to:</b>	Chief Executive Officer (CEO) and the Senior Safeguarding Manager (SSM).
<b>Responsible For:</b>	Management of all issues relating to Safeguarding, training, and development of safeguarding strategies.
<b>Locations:</b>	Blundell Park, Cheapside Training Ground, Oasis Academy Wintringham plus various external venues used by the Club and its partner organisations.

### **1. Purpose of the Job:**

As Lead Designated Safeguarding Officer you will be responsible for developing and leading best practice in the safeguarding of children, young people, and vulnerable adults across the organisation.

You will be the first point of contact for intervention for all safeguarding issues and will provide direction on all matters of safeguarding, ensuring that the Football Club and Sports & Education Trust (the Club) complies with all relevant legislation and safeguarding obligations.

### **Duties and Responsibilities:**

- Play a lead role in developing, establishing, and maintaining the organisation's approach to safeguarding children, young people and vulnerable adults.
- Ensure that safeguarding standards are met and maintained within the organisation.
- Create and disseminate the policies, procedures and associated resources required for compliance against the EFL Safeguarding Strategy, Standards and Guidance documentation.
- Play a lead role in the maintaining and reviewing the organisation's strategy and implementation plan for safeguarding and protecting children, young people, and vulnerable adults.
- Prepare a monthly report for the Senior Safeguarding Manager and the CEO on organisational safeguarding and duty of care matters.
- Ensure safeguarding is a primary consideration during the planning, delivery, and review of all organisational activities, including but not limited to training, matchdays and player accommodation.

- Maintain accurate, confidential, and up-to-date documentation, via the Club's electronic case management system on all cases of safeguarding and child protection and report where required in line with GDPR regulations.
- Maintain an accurate and up-to-date Safeguarding Risk Register.
- Create a training matrix for all employees that tracks their safeguarding training needs and any further CPD opportunities relevant to their role within the Club.
- Liaise with all departments to ensure recruitment into the organisation follows effective Safer Recruitment procedures.
- Manage referrals to children's social-care services, SAFERNEL, LADO, the Police, the EFL and FA as and when required.
- Central point of contact for internal and external individuals and agencies.
- Represent the organisation at external meetings related to safeguarding.
- Provide advice and support to the Clubs designated safeguarding officers, staff, volunteers, and associates of the organisation in relation to safeguarding concerns and queries.
- Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate.
- Manage cases of poor practice and abuse reported to the organisation.
- Encourage good practice by promoting and championing safeguarding and associated procedures.
- Ensure all staff, volunteers and accommodation providers/host families working with children/ young persons (appropriate to their role) have an enhanced DBS clearance for work in football. Renewed every 3 years in line with FA and EFL guidance.
- Any other duties commensurate with the Post or as required by the Club.

## **2. Person Specification:**

### **Qualifications**

#### **Essentials:**

- Evidence of CPD in all matters relating to Safeguarding.
- Safeguarding Level 3.
- Local Children's Safeguarding Board Levels 1 & 2.

#### **Desirable:**

- Educated to degree level, in relevant subject.
- Safeguarding Level 4.
- FA Safeguarding Qualification.
- FA Welfare Qualification.

### **Knowledge, Skills and Experience:**

- Elite Sport and/or Education or Public Services Background to Management Level.
- Child focused approach.
- Experience of leading and implementing change.

- Up to date knowledge of Safeguarding policies and practice.
- Proficient in the use of Microsoft Office.
- Writing policies and procedures relating to safeguarding.
- Training and development of others.
- Legislation, government guidance and national framework for safeguarding children, young people, and vulnerable adults.
- Ability to promote and demonstrate anti-discriminatory practice.
- Ability to work with conflict and emotionally distressing matters.
- An understanding of the responsibilities of statutory agencies, including the Local Children's Safeguarding Boards.
- Behaviours that are harmful to children, young people, and vulnerable adults, thresholds of poor practice and abusive behaviour.
- Planning processes for safeguarding and any safeguarding enquiries or investigations.

### **3. Supervision / Management of People:**

All departmental Designated Safeguarding Officers, including but not limited to; Academy, Club Matchday, Sports and Education Trust, Women and Girls Football Teams.

### **4. Contacts and Relationships:**

- Grimsby Town Football Club, Academy, Sports and Education Trust,
- Local Authority
- Governing bodies, including LFE, EFL & The FA and appointed auditors.

### **Safeguarding Statement:**

Grimsby Town Football Club is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment. This role involves the supervision of, and work with children, young people, and vulnerable adults. This role will require a Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such this role is exempt from the Rehabilitation of Offenders Act 1974 and the applicant must disclose all previous convictions including spent convictions. (Failure to declare any convictions or cautions will result in any offer of employment being rescinded)

**Equality, Diversity, and Inclusion:**

Grimsby Town Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy, or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Grimsby Town Football Club must ensure a positive commitment towards equality, diversity, and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

**Data Protection: (GDPR)**

Grimsby Town Football Club Academy is required to keep on record personal data of all employees and volunteers. Personal data is any information that can lead to the identification of a specific individual.

Data we collect relates to various groups of data subjects (i.e., individuals) including parents, carers, players, our employees, volunteers, and others involved in the life of the Academy. Data is collected for a variety of purposes including our legal and educational obligations, as well as statistical reporting.

Some personal information we process is required to meet these obligations, whilst other information we process requires the specific consent of the individual and is optional; these circumstances are clearly indicated where relevant. All data is retained and managed in accordance with current GDPR.