



## **JOB ADVERT: CLUB SAFEGUARDING OFFICER**

Vacancy Reference No: 2

### **Job Purpose (Main duties include but not limited to the following)**

- To safeguard and promote the welfare of children and young people and adults at risk and ensure all club staff, volunteers, parents and players/children understand their role in this connection.
- To prepare and communicate policies governing safeguarding work and its implementation.
- To assist the HR Manager in promoting equality and diversity within the Club in accordance with the Equality Act 2010 and EFL Code of Practice on inclusion and anti-discrimination.
- To ensure that the Club meets its requirements concerning Criminal Record Checks and the Disclosure and Barring Service thus helping to achieve a safer recruitment process.
- To lead and work closely with the designated safeguarding officers in the Club's Academy, Community Trust and Match Day Operations and work together with local authority and voluntary bodies in promoting all aspects of safeguarding work and reporting and dealing with any incidents.
- To maintain records of any incidents relating to the welfare of any child or adult at risk.
- To assist the HR Manager in maintaining a comprehensive data base of staff which includes records of their employment, criminal record checks and training.
- To deliver safeguarding training for staff and volunteers particularly as required by the football authorities.
- To attend regular training events in order to enhance knowledge and skills and have an up to date understanding of current legislation concerning both safeguarding and equality and diversity activities.

### **Principal Accountabilities:**

- Safeguarding the children and young persons and adults at risk with whom the Club works and comes into contact.
- Promoting and implementing equality and diversity within the Club and its Fans.
- Assisting the HR Manager in maintaining a comprehensive data base of staff.
- The post holder will report to the Club's HR Manager and to the CEO as Senior Safeguarding Manager when reporting safeguarding incidents.



## Candidate Requirements:

### *Essential:*

- Have attained educational standards exemplified by academic qualifications commensurate with the level of the Post such as a degree or equivalent and/or a professional qualification.
- Experience of similar duties in the football industry or other sports or alternatively experience in the local authority or voluntary sectors working with children and young persons.
- A sensitive approach to encouraging young people's development, energy, enthusiasm, reliability, patience is required along with a commitment to equal opportunities.
- As the post is exempt from the Rehabilitation of Offenders Act (1974), information on any convictions including spent convictions must be declared and therefore a current enhanced Disclosure & Barring Service (DBS) Criminal Records Check (CRC) with barred list is required or will be arranged prior to appointment.

### *Desirable*

- Completion of job related training such as the FA Safeguarding Workshop and the FA Welfare Officer's Certificate along with participation in the regular training events provided by the FA and EFL or the equivalent for candidates from other sports or similar areas of work.
- A full Driving Licence (or equivalent mobility).

### *Other Information*

- The post may on occasions involve unsocial hours: it is expected that part of the duties will be carried out in evenings and at weekends, including match days and through residential events.
- The post may require some travel, including across the UK and possibly abroad.

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to [vacancies@swfc.co.uk](mailto:vacancies@swfc.co.uk)

Submitted CVs must contain at least two references and should specify current salary and salary expectations.

Closing date: 30<sup>th</sup> March 2018