

Job Title: Safeguarding Lead Officer
Location: Poolfoot Farm Sport & Leisure Complex
Hours: Part-Time – 20 hours a week

Due to our focus and commitment towards achieving Category 2 status within the Academy, we have new and exciting opportunity available for a highly driven individual to undertake a part-time role as the new Safeguarding Lead Officer.

Main role:

To lead on the strategic planning and promotion of safeguarding young people and adults at risk, ensuring all staff, volunteers, parents and children understand their role in the safeguarding and welfare of young children at Fleetwood Town.

The successful candidate will be expected to perform the following duties; however, this document is a guide and should not be regarded as exclusive or exhaustive.

Responsibilities (but not limited to):

- Primary responsibility for the managing and reporting of safeguarding concerns, putting policies and procedures in place and measuring the success of these throughout the wider Club
- Responsibility for ensuring the Club is up to date with relevant legislation, policies and procedures and awareness of best practice within Safeguarding
- Work closely with Designated Safeguarding Officers (DSO's) across the organisation to create a positive and safe environment
- Develop, implement and review safeguarding policies and processes, ensuring they are disseminated throughout the organisation in a timely manner
- Work with the Human Resources Manager to deliver the safeguarding strategy, safeguarding instructions and training for staff, alongside DSO's
- To work in accordance with the English Football League safeguarding standards and audited practices
- Record, manage and investigate all reported safeguarding concerns, managing the caseload appropriately
- Report to the CEO on organisational safeguarding and duty of care matters, including highlighting areas of risk/concern, identifying areas of poor practice or areas for improvement
- Keep a record and provide analysis reports of safeguarding concerns, disclosures, complaints and bullying incidents within the organisation, reporting to senior management in a timely manner
- Ensure all safeguarding and welfare related policies and reviewed annually and signed off by the Safeguarding Board before dissemination
- Play a lead role in the driving of safeguarding knowledge, understanding, roles and responsibilities through regular staff training across the wider Club, ensuring standard are regularly met



- Manage the electronic case management system for recording and tracking concerns and allegations relating to the safety and welfare of children and adults at risk
- Report and refer to external agencies child protection/poor practice in line with policy guidance advised by the EFL/FA
- Oversee DBS checks, barring referrals, risk assessments and the Single Central Record.
- Work closely with the FTFC Academy to ensure the safeguarding ethos is embedded and supported within the player care policy and accommodation.
- Support the Equality, Diversity and Inclusion Policy and our Safeguarding policies, positively promoting the principles of these policies amongst colleagues, stakeholders, service users and other members of the community
- To represent FTFC in at external multi-agency safeguarding meetings, creating new links with external and voluntary agencies
- Understand the importance of confidentiality and privacy when dealing with sensitive information relation to child protection.

Qualifications:

- Relevant qualification in Safeguarding.
- A-Level or above in social study or experience relevant to the role.

Desirable

- Degree in relevant field.
- Experience planning, delivering and measuring CPD.
- Experience of working in an Academy under EPPP rules
- Knowledge of age-appropriate child development
- Knowledge of elite level requirements

Person Specification:

- Track record of working with external agencies and managing stakeholder relationships.
- Ability to analyse complex situations and make decisive decisions.
- Excellent communicator and interpersonal skills.
- Confident communicator with a can-do attitude
- Dynamic, enthusiastic, and ambitious individual
- Proactive decision maker who maintains high standards
- Committed to achieving the agreed objectives
- Flexible and willingness to learn and develop

Applicants will need to have a flexible approach to work and be able to work evenings, weekends and match days as required.

You will require a full, valid UK driving licence and access to a suitable vehicle.



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GENERAL ENQUIRES: 01253 775080

What you need to do now:

If you're interested in this role, please forward an up-to-date copy of your CV and cover letter to:

Recruitment@fleetwoodtownfc.com

Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This information is available in different formats if required. Please contact Fleetwood Town Football Club directly on 01253 775080



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