

**Newport County AFC**

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| **Vacancy:** | **Head of Safeguarding** |
| **Salary:** | **£23,000 pa (pro rata)** |
| **Hours:** | **25 hours to include evenings and weekends** |
| **Location:** | **Various** |

***Newport County AFC are delighted to offer the role of*** ***Head of Safeguarding to an exceptional candidate with experience and knowledge of working within safeguarding. Ideally you will also have management/supervisory experience, as well as a thorough understanding of the legislation surrounding football.***

***Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.***

***The safety and welfare of children and vulnerable adults under the care of the Club is paramount. All children and vulnerable adults that participate with the Club, regardless of age, culture, social background, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to safety and protection from abuse or harm.***

***This post requires an Enhanced Criminal Record Check and may include checks against the Barred Lists, as such it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.***

**Reporting To:** General Manager.

**Role Summary:** In this role, you will take full responsibility for all aspects of safeguarding across the Club, ensuring that Newport County AFC meets auditing standards and requirements for safeguarding. You will support colleagues and players with safeguarding and/or welfare issues, to ensure that they are reported and managed appropriately, building emotional resilience in our Academy players. Using your communication skills, you will connect and build a rapport with a wide range of stakeholders, including parents, players and colleagues and respond appropriately to their needs. Key responsibilities include supporting Academy education, key post recruitment and ensuring safer recruitment practices, developing and delivering training strategy, retention and success through ensuring a positive and supportive experience for all that encounter Newport County AFC.

**Roles and Responsibilities**

**Reporting/Meetings:**

* Represent Newport County AFC at regular EFL and external stakeholder safeguarding groups
* Host monthly Newport County AFC Safeguarding group meetings to share best practice
* Manage and undertake monthly safeguarding supervision with Designated Safeguarding Officers and Safeguarding Assistants
* Provide monthly reports to the Board and Academy Governance Group for discussion and update on concerns, training and development in line with the annual safeguarding strategy. Advise on updates to safeguarding policies, procedures, and practices within the organisation. Including duty of care matters, areas of risk/concern, areas of poor practice, areas for improvement, concerns/disclosures, complaints, and bullying incidents within the Club

**Training & Development:**

* Coordinate the dissemination of policies, procedures, and resources throughout the organisation
* Advise on the Club’s training needs and the development of its learning strategy
* Develop, deliver and seek training opportunities for colleagues, parents and players across all age groups around safeguarding and supporting topics
* Liaise with external partners such as the LFE, PFA, EFL, LA, FAW and FA to seek training and educational opportunities
* Actively keep own knowledge up to date
* Keep accurate training records on the Single Central Record for all staff
* Work with senior managers to ensure that all new starters undergo correct checks and inductions required to comply with the Safer Recruitment Policy
* Ensure that all staff receive online Safeguarding, EDI, Prevent and anti-bullying training on induction

**Working Together:**

* Build positive and pro-active relationships with colleagues, parents/carers, players and external stakeholders including the EFL, LADO, FA, FAW
* Ensure that Designated safeguarding Officers and Designated Safeguarding Assistants have adequate time and resources to fulfil the requirements of their role.
* Working with others both internally and externally to create a positive, child-centred environment
* Play a lead role in developing and establishing the Club’s approach to safeguarding children, young people, and adults at risk
* Manage referrals to children’s social-care services, LADO, the police, the EFL, FA and FAW as and when required
* Be the central point of contact for internal and external individuals and agencies
* Provide advice, and support to all staff, volunteers, and associates of the Club in relation to safeguarding concerns and queries
* Play a lead role in maintaining and reviewing the Club’s safeguarding strategy implementation plan for safeguarding and protecting children and adults at risk
* Develop positive relationships with the Board, colleagues, players and parents

**General:**

* Ensure that all policies relating to safeguarding and welfare are agreed and signed off by the board annually, or when required due to a change in legislation
* Effectively manage cases of poor practise and abuse reported to the Club
* Maintain accurate, confidential, and up-to-date documentation on all cases of safeguarding and child protection and report where required in line with GDPR regulations, using the Club’s safeguarding software
* Ensure that the Club meets all the requirements on the Disclosure and Barring Service (DBS) checks, including verifying new applications, referrals to the barring service and keep appropriate records in line with GDPR
* Ensure safeguarding standards are met, changes implemented, and improvements maintained as set out in various audits
* Encourage good practice by promoting and championing the safeguarding policies and procedures
* Manage the Club’s Safeguarding Risk Register
* Encourage the culture of listening to children, young people and adults at risk and take into consideration their feelings and wishes
* Develop and implement the action plan around the Sheldon Report recommendations within a timely and cost controlled manner
* Maintain a transparent approach to safeguarding
* Develop the safeguarding strategy with opportunities for improvements by listening to young people, parents and colleagues
* Manage the safeguarding budget responsibly
* Undertake regular safeguarding visits to the Academy and be present at all senior home games
* You may need to travel to away games and on tours on occasions to review safeguarding practices
* Support with player exit strategies relating to wellbeing and progression outside of the Academy
* Hold and document regular wellbeing checks for Academy players out on loan
* Conduct regular wellbeing checks with the U18/U16 and self-referred players

**Desirable requirements:**

* Must be confident in using Microsoft Office
* Must be a confident team player who can work autonomously
* Must have experience of working in a safeguarding role, ideally within a football environment
* Previous management/supervisory experience would be desirable
* Must be flexible to working patterns, and willing to travel
* Must have exceptional communication, organisational and time management skills
* Must represent Newport County AFC in a positive and professional manner and protect the Club from all instances of negative publicity and litigation due to safeguarding issues.
* Must always act in the best interests of the child

**Please note that you may be requested upon times to support with additional responsibilities across the Club to support busier times.**

* **Note that we are seeking to diversify our workforce in particular by ethnicity, gender and sexual orientation and would encourage applications from these demographics**
* **Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together**

**The above is not an exact list of responsibilities, rather an outline of expected duties.**

**To apply for this role, please complete the attached application form and return to Nigel Stephenson – General Manager** [**nigel.stephenson@newport-county.co.uk**](mailto:nigel.stephenson@newport-county.co.uk)

**Please note that CVs will not be accepted.**

**Closing date:**

**Interviews w/c:**