# Watford FC’s Community Sports & Education Trust

# Job Profile

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| Job Title | Safeguarding Manager | Date Prepared | December 2021 |
| Job Holder | Watford FC Community Sport and Education Trust | Review Date | December 2022 |
| Reporting to | Community Director | Grade | Manager |
| Direct reports | None, but will manage/supervise Designated Safeguarding Officer’s as part of their roles | Salary | £27,054 - £38,303 (37.5 hours per week) |
| Location | Vicarage Road Stadium, although you may be required to be based at other Trust locations from time to time. You will be expected to undertake travel as is necessary to fulfil your job requirements. | | |

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| **Job Profile Summary:** |
| The Job Holder will be responsible for the strategic direction of the Trust’s safeguarding provision and will promote and protect the welfare of children and adults at risk at all times.  The Job Holder will be the recognised point of contact for Trust safeguarding matters and will take the lead on behalf of the Trust in respect of any disclosures or investigations in relation to children or adults at risk involved in the services we provide for local communities.  The Job Holder will be part of a joint Club and Trust safeguarding team and will work closely on a day-to-day basis with both the Club’s Head of Safeguarding and Safeguarding Officer to provide best practice in safeguarding. |
| **Main Responsibilities:** |
| Strategic   * To ensure compliance with all statutory obligations under relevant national legislation, rules, regulations, standards and guidance. * Ensure the Trust’s safeguarding provision meets football authority requirements and are aligned with best practice. * Ensure that safeguarding is embedded into the culture of the Trust and translate policy in to practice by ensuring that there are clear processes for reporting and managing safeguarding concerns. * Ensure the Trust has a safeguarding strategy in place, that it is implemented and is reviewed annually. * Maintain and further develop positive relationships with relevant external statutory bodies/agencies and football authority partners who have a responsibility for safeguarding.   Operational   * Lead on the development, implementation, and updating of the Trust’s safeguarding policies, procedures and practices, and ensure they are reviewed annually and are communicated with colleagues. * To address and challenge any poor behaviour and practices. * To ensure safeguarding best practice is adhered to in relation to matchday activities organised and delivered by the Trust. * Work proactively across service delivery to ensure the best possible beneficiary experience, engaging with participant focus and voice groups.   Risk Management   * Proactively identify and mitigate safeguarding risks to individuals and the Trust. * Work closely with the Trust’s HR manager to develop and implement safer recruitment and induction practices and ensure all staff and volunteers comply with the qualifications and requirements needed to satisfy the minimum standards for deployment (e.g., DBS checks).   Reporting   * Record, manage and when appropriate investigate safeguarding incidents, concerns, disclosures and allegations within the Trust and report to senior safeguarding leads, as required. * Manage the Trust’s Child Protection Online Monitoring System (CPOMS) ensuring cases are continually monitored and updated. * Provide regular reports and updates to the Community Director, Safeguarding Lead Trustee and Board and make recommendations for improvements in safeguarding, as appropriate. * Provide robust evidence for safeguarding audits, as and when required.   People and Training   * Manage and support the Trust’s Designated Safeguarding Officers (DSO’s) and Safeguarding Champions. * Provide support, advice, guidance and supervision to colleagues regarding safeguarding matters. incidents, concerns or allegations to ensure safer working practices are observed and implemented at all times. * To keep abreast of current development and best practice in safeguarding and provide regular communication to colleagues. * Liaise with the Trust’s Learning & Development Officer to organise, provide and record relevant safeguarding training for colleagues, Trustees and volunteers, in line with their level of role, responsibility and engagement with children and/or adults at risk. Ensure that learnings are shared across the organisation. |

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| **The Job Holder has a responsibility to...** |
| **General**   * To actively demonstrate and promote the Trust’s core values through your work. * Develop understanding of and a commitment to equal opportunities, both in the workplace and the wider community. * Ensure that when involved in any Trust activities that the **Safeguarding** of participants is at the heart of our planning and processes and that safeguarding policies and procedures are being adhered to at all times. * Undertake continued professional development opportunities as deemed appropriate. * Ensure the safety and wellbeing of children and adults at risk. * Adhere to the Trust’s policies and procedures. * Contribute to the development of a culture of continuous improvement within the Trust. * To work in partnership with all the Club’s departments on community initiatives as identified by the Community Director and Board of Trustees. * To actively promote the Trust in a positive and professional manner at all times. * To undertake any other duties which might reasonably be deemed within the status of the job and appropriate to the post.   The details contained in this job profile, particularly the accountabilities, reflect the job content at the date the job profile was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals’ jobs will change; existing duties may be lost, and other duties gained without changing the general nature of the duties or the level of responsibility entailed.  Consequently, Watford FC’s Community Sports & Education Trust will expect to revise this job profile from time to time and will consult regarding such revisions with the post holder at the appropriate time. |

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| Person Specification |
| |  |  |  | | --- | --- | --- | | **Criteria** | **Must Have:** | **Ideally Have:** | | **Qualifications** | * A relevant and recognised professional safeguarding qualification and/or verified equivalent experience in a similar role. * Current and relevant safeguarding training. | * Safeguarding Tutor/Training Qualification. * Safer Recruitment training. * Mental Health First Aid certificate | | **Knowledge and Experiences** | * Able to demonstrate experience of effective case management and investigating safeguarding concerns, disclosures, allegations and incidents. * Demonstrate knowledge and understanding of current legislation, guidance and best practice in safeguarding. * Demonstrate experience of implementing effective safeguarding policies, practices and procedures. * Demonstrate experience of working with statutory agencies and safeguarding partners. * Knowledge and understanding of the relevant DBS checks to undertake on specific roles and experience of conducting checks. * An understanding of safeguarding issues across the community and sports sectors. * Good IT skills using Microsoft packages and experience using case-management systems (such as CPOMS) to keep clear and comprehensive reports and records of incidents. | * Knowledge and experience around Equality, Diversity and Inclusion and Safeguarding. * A good understanding of the key youth, community and adult services in the areas in which the Trust works. | | **Personal** | * A person-centred approach, understanding the rights, needs and best interests of children and adults at risk, as well as the support, guidance and advice colleagues require. * Excellent communication and inter-personal skills to enhance working relationships both internally and externally. * Calm temperament with experience of working under pressure, meeting deadlines and prioritising workload. * Self-motivated with a positive, solution focused attitude. * A role model in terms of your conduct, skills and knowledge. * Able to deal with sensitive and confidential matters in a professional manner. * Meticulous attention to detail. * A full driving licence and access to a vehicle for business use. * A flexible approach to work and be able to work unsociable hours including evenings and weekends. |  | |
| **Competencies** |
| **Seeing the Bigger Picture**  This is about having an understanding and knowledge of how your role fits with and supports the Trust’s objectives and aims. It should help to focus your contribution on the activities which will meet the Trust’s goals and objectives. It’s about understanding the wider context and the external issues and trends that impact our work. For managers it’s about applying that to see how our strategy can maximise opportunities to improve lives, enhance communities and make a positive difference for all through sport, physical activity and learning.  **Changing and Improving**  People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it’s about learning from what has worked well and what has not, being open to change and improvement, and working in ‘smarter’, more focused ways. For managers, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve our ways of working and the quality of the service we deliver, making use of cost-effective models.  **Making Decisions**  Using sound judgement, evidence and knowledge to arrive at accurate decisions and advice. Using clear analytical thinking to get to the heart of complex problems and issues. The aim is to maximise return while minimising risk, balancing a range of considerations to deliver realistic outcomes. For all staff it’s about applying your own expertise effectively and being thoughtful about the use, protection and exploitation of Trust and public information, ensuring it is handled securely and with care. For managers, it’s about reaching evidence-based strategies, evaluating options, impacts, risks, and solutions and creating a secure culture around the handling of information.  **Leadership and Communicating**  Is about showing our pride and passion for the Trust, communicating purpose and direction with clarity, integrity and enthusiasm. It’s about championing difference and external experience and supporting principles of fairness of opportunity for all. For managers, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.  **Collaboration and Partnership**  People skilled in Collaboration and Partnership are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people inside and outside the Trust, whilst having the confidence to challenge assumptions. For managers, it’s about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.  **Building Capability**  This meanshaving a strong focus on continuous learning for oneself, others and the organisation. For all staff, it’s being open to learning, about keeping one’s own knowledge and skill set current and evolving. For managers, it’s about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It’s also about creating a learning and knowledge culture across the organisation to inform future plans and continuous improvement |

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| **One Club Responsibilities** |
| **Health and Safety**   * To take responsibility for your own health, safety and welfare, ensuring compliance with WFC’s Health and Safety Policy, procedures and safe systems of work.   **Training & Development**   * To undertake all reasonable training, learning and development activity designed to support you in your role.   **Diversity and Equality**   * To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with WFC’s Equal Opportunities Policy. |

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| **Job Profile Agreement** | |
| Job Holders Signature: | Date: |
| Managers Signature: | Date: |