



JOB DESCRIPTION: Designated Safeguarding Officer

Reporting directly into the Board via the CFO/Senior Safeguarding Manager, the Designated Safeguarding Officer will take responsibility, ownership, and accountability of the Clubs Safeguarding Function and all aspects of the Safeguarding Operation across the Club.

Department	Administration
Location	Liberty Stadium, Swansea SA1 – travel to other sites will also be required.
Remuneration	Dependent on Experience
Contract	Permanent / 40 hours per week / flexible working pattern which may include fixtures.
Reporting to:	CFO / Senior Safeguarding Manager
Direct Reports:	Cub Safeguarding Officers
Roles and Responsibilities	
Policy & Procedure	<ul style="list-style-type: none"> • Provide strategic leadership on safeguarding provision and issues within the Club • Review and approve the safeguarding provisions for all activities • Ensure strict compliance with the Clubs policies and procedures for safeguarding of Children and Adults at risk • Ensure all policies and procedures are signed off by the Board annually or when required due to a change in legislation or practice, including but not limited to: <ul style="list-style-type: none"> ○ Safeguarding Children & Adults at Risk ○ Modern Slavery ○ Equality, Diversity & Inclusion ○ PREVENT • Report on a regular basis on the effectiveness of, and the Clubs compliance with, its policies and procedures for the safeguarding of Children and Adults at Risk to the Senior Safeguarding Manager / Board • Provide written instructions to staff engaged in each activity in respect of good practice and what they are required to do if they detect any sign of abuse of a Child or an Adult at Risk, if they suspect such abuse is taking place or if they otherwise have concerns as to the welfare of a Child or Adult at Risk • Conduct and manage the DBS process • Comply with the EFL Safeguarding Standards

Incident Management	<ul style="list-style-type: none"> • Act as lead Club Official in any investigation of an allegation of abuse of a Child or Adult at Risk • Maintain the single central record for the Club in such format as approved by the League • Be responsible for maintaining clear, comprehensive, and up-to-date electronic records of all allegations of abuse or poor practice and details of how such allegations are resolved and any decisions reached • Provide guidance to and support for any member of staff engaged in each activity who reports suspected abuse of a Child or Adult at Risk or concerns as to their welfare
Communication	<ul style="list-style-type: none"> • Liaise regularly with and be guided by the advice of the relevant local and statutory authorities and the League regarding issues concerning the safeguarding of Children & Adults at Risk • Represent the Club at external meetings related to safeguarding • Promote awareness within the Club of safeguarding Children and Adults at Risk and encourage and monitor the adoption of best practice procedures in that regard • Be made known to all staff, and Children and Adults at Risk engaged in each activity and to be available in person or by telephone to Staff and to such Children and Adults at Risk, their Parents, and carers at all reasonable times • Ensure all Club employees are aware of their responsibility for safeguarding and are provided with adequate training in respect to their individual role/area
Safeguarding Officers	<ul style="list-style-type: none"> • Appoint dedicated Safeguarding Officers throughout the Club • Develop a Safeguarding Working Group and facilitate regular meetings to ensure effective communication • Ensure the Safeguarding Officers have adequate time and resources to fulfil the requirements of their roles • Provide safeguarding training to the Safeguarding Officers and ensure they are kept up to date with any changes to Safeguarding policy or legislation
Club Policy's	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.



	<ul style="list-style-type: none"> • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Essential	<ul style="list-style-type: none"> • An experienced safeguarding officer that has comprehensive understanding of safeguarding policy and legislation • Sound understanding of Modern Slavery, PREVENT and Equality, Inclusion & Diversity • Excellent written and verbal communication skills, with previous experience of the writing and implementation of policy and procedure • Previous experience of case management and conducting investigations • Previous experience delivering safeguarding training • Ability to maintain confidentiality in sensitive situations
Benefits	<ul style="list-style-type: none"> • 25 days holiday plus bank holidays • Complimentary Medical Insurance & Health Cash Plan • Cycle to Work Scheme • Enhanced Sick Pay

The closing date for this vacancy will be **5pm on Tuesday 17th August 2021**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#)

If you would prefer a hard copy of the application or have any questions, please email jobs@swanseacity.com stating 'SG Application' in the subject line.

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role. We are particularly encouraging applications from women, disabled people and Black, Asian and Minority Ethnic (BAME) individuals who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check

(depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.



Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview