



JOB VACANCY

JOB TITLE Safeguarding and Player Care Assistant
DEPARTMENT Safeguarding

RESPONSIBLE TO Head of Safeguarding

SALARY £25,000.00 (pro rata)

CONTRACT Permanent, 30 hours a week

WORK FLEXIBILITY The position will involve working irregular hours; evenings, weekends and bank holidays)

JOB SUMMARY

- To assist the Head of Safeguarding, Designated Safeguarding Officer (DSO) and Head of Player Care in their day to day roles as well as be Safeguarding Officer for the Women's Team and on a matchday.
- To ensure the Club continues to operate and remain compliant with legislative and statutory agencies and league rules and regulations.
- To help deliver safeguarding training and life skills workshops in the Academy and Women's Team.
- To help maintain a high-quality player care provision throughout the Academy and Women's Team, through collaboration with key team members.
- To be the main point of contact for safeguarding issues arising in the Women's Team and on a matchday.

ROLE RESPONSIBILITIES

Safeguarding

- Provide assistance with any safeguarding concerns and investigations within the Academy.
- Lead safeguarding investigations within the Women's Team.
- Address safeguarding concerns which arise on a matchday.
- Assist with the Safeguarding training programme to Academy and Women's Team Players, Parents and Staff.
- Ensure that all Safeguarding Standards, as defined by the EFL, Premier League and audited, are met or exceeded.
- Observe the practice of colleagues when engaging with children, young people and vulnerable groups and act and record this appropriately, reporting any poor practices, abuse or reasons for concern with the relevant agencies.
- Undertake Risk Assessments as and when required
- Report all Safeguarding concerns using the Club's reporting system.
- Maintain working relationships with relevant agencies, such as the Police, LADO, EFL and FA/FAW.
- Attend training, meetings, networking events and CPD, as required.



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Player Care

- Assist with the player care provision at the Academy, ensuring that all Player Care Standards, as defined by the EFL, Premier League and audited, are met or exceeded.
- Provide support and guidance to Academy Players in relation to their mental health and emotional wellbeing, as and when appropriate.
- Provide player care support within the Women's Team
- Assist with the operational delivery of the Mental Health and Emotional Wellbeing Policy and Action Plan.
- Assist with the delivery of the Academy's Life Skills Programme to Academy Players, Parents and Staff.
- Maintain working relationships with external partners, such as EFL, Premier League, FA, LFE and local organisations.
- Assist with the Inductions, Exits and Transitions of players, in adherence to the strategy.
- Assist with any functions which capture Parent and Player voice in the Academy.
- Provide guidance, support and training, where applicable to the multi-disciplinary team within the Academy.
- Attend regular training, networking events and CPD to maintain knowledge and understanding of current issues and themes within Player Care.
- Be present around the academy, including evenings and weekends, to represent Player Care and develop relationships with players and parents.

Compliance

- Ensure the compliance with the Club's policies and procedures, the EFL and Premier League Standards and the FA Guidelines. Representing the Club positively at all times.
- Ensure that all concerns are acted upon in a timely manner and dealt with appropriately, seeking advice and guidance, where required, through internal colleagues and external agencies.
- Ensure all personal data collected is stored, disposed of and dealt with confidentially, in accordance with General Data Practice Regulation (GDPR)



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Person Specification

Essential

- Knowledge of safeguarding and child protection issues, including up to date understanding of legislation, policies and procedures relating to children, young adults and vulnerable people.
- A valid FA Safeguarding Children certificate.
- Previous experience within a relevant role, working with children, young people and families.
- Good communication and interpersonal skills
- Ability to communicate effectively with colleagues, players, parents, external agencies and stakeholders.
- A good standard of organisational and administrative skills
- Ability to show empathy towards players, parents and staff in challenging situations.

Desirable

- Experience of working with elite young athletes.
- Degree in relevant subject that would complement the role (e.g. Social Work, Psychology, Law)
- A Mental Health First Aid qualification
- Experience of working with sensitive and confidential information.

CRIMINAL RECORD CHECK REQUIREMENT

This role will require an Enhanced DBS Check.



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GENERAL STATEMENT

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.

SAFEGUARDING & WELFARE

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).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

EQUALITY, DIVERSITY & INCLUSION STATEMENT

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 individuals from diverse ethnic communities who are currently under-represented within the organisation.

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

HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email jobs@swanseacity.com

The closing date for this vacancy will be **Friday 31st May 2024**.