



LEWES FC | JOB OPPORTUNITY

Safeguarding & Welfare Officer

Job Title: Safeguarding & Welfare Officer

Employer: Lewes FC

Remuneration: £26,000 FTE (£13,000 pro-rata)

Hours & Availability: 2.5 days/week with ability to work occasional evenings and weekends.

Location: Flexible/home-working with some hours at Lewes FC.

Purpose: To provide leadership, management and implementation of the Club's safeguarding strategy, policy and procedures and implement policies and protocols to ensure a safe, healthy environment for all.

Role Responsibilities & Key Duties

Establish and implement good processes, policies and procedures

1. Implement, promote and review the Club's safeguarding policies, procedures and best-practice guidelines.
2. Provide regular reports to the Club's Board of Directors including the Safeguarding Champion.
3. Work closely with senior management to develop and implement safe recruitment and induction practices across the Club.
4. Give direction and guidance to staff in respect of safeguarding concerns, allegations and the Club's whistleblowing policy.
5. Respond to poor practice concerns within the Club and its pathway in line with disciplinary policy.
6. Be the main point of contact with statutory and football authorities on safeguarding issues, sharing information where appropriate and developing strong partnerships.
7. Work in conjunction with the Player Liaison and Welfare Officer to promote and deliver the Club's safeguarding and welfare objectives.

Report, manage and log concerns

1. Develop strong relationships with coaches, especially in our pathway and support them with concerns or queries on safeguarding and wellbeing of players.

2. Work in partnership with colleagues, The FA, statutory agencies and other relevant organisations to report and manage concerns effectively and efficiently.
3. Address poor behaviours and raise standards in football, promote safeguarding and create a culture that celebrates good practice
4. Ensure all safeguarding and poor practice concerns are recorded in a robust system and securely retained in accordance with data protection legislation.
5. Maintain accurate, confidential and up to date records on all safeguarding concerns and allegations in line with Applicable Data Protection Laws.
6. Co-ordinate safeguarding visits, spot checks/audits on clubs throughout the season

Educate and raise awareness

1. Pro-actively promote and raise safeguarding awareness across the club including the men's and women's first teams and both pathway structures and with parents.
2. Be the Club's lead source of safeguarding support, advice and expertise.
3. Attending regular safeguarding training and maintaining an up to date knowledge of relevant legislation, regulations and best practice.
4. Ensure staff/volunteers understand their individual responsibilities to safeguard and promote the welfare of vulnerable groups and respond appropriately to safeguarding concerns.
5. Ensuring staff engage with regular safeguarding education to ensure they develop and maintain the necessary skills and knowledge to safeguard in their role.
6. Arrange and deliver briefing workshops, in safeguarding topics such as anti-bullying, appropriate use of social media, code of conducts, to staff and players.

Set club-wide safeguarding and welfare standards and a culture that promotes positive mental and physical wellbeing.

1. Be an active participant on the club's Mental Health and Wellbeing team, and support the implementation of the mental health strategy across the club.
2. Identify and implement ways to encourage and promote club values and positive behaviours across staff, first teams, coaching staff and pathway teams and coaches on both the men's and women's side.

Key Skills & Experience

- A professional background in child related work
- Ability to promote best practice and the importance of a safe environment.
- Knowledge and experience of working in safeguarding or child/adult protection and implementing policy and procedure with a understanding of what constitutes poor practice and what is abusive behaviour.
- Knowledge of safeguarding children legislation and statutory guidance and understanding of Local Authority statutory bodies.
- A person-centred approach and the ability to maintain this perspective.
- Excellent communication skills with the ability to build meaningful, strong relationships with staff, players and parents/carers and deal constructively with people's emotions (e.g. upset, distress, conflict, animosity).
- Experience of writing reports and compiling case file information.

- Capacity to handle confidential data/information sensitively.
- Ability to use Microsoft Office including Word, Excel and PowerPoint.
- Working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice.
- Working knowledge of Whole Game System and other databases and Customer Relationship Management systems (desirable)
- Professional qualification in social work, probation or experience in a police child protection team. (desirable)
- Proven experience of volunteering with children or young people. (desirable)
- Proven experience of an inclusive approach. (desirable)
- Knowledge and understanding of the culture and structure of football (desirable)
- Experience of organization assessment or audits (desirable)

To apply, please send CV and covering letter to applications@lewesfc.com

Closing date: 13th October 2023