



Job Description

Job Title	Safeguarding Officer
Department	Club / Foundation
Reports to	HR Manager / CEO / Foundation Manager
Location	Abbey Stadium, Cambridge, CB5 8LN
Salary	£24,480 to £30,600 (Pro-rata)
Hours	32 hours per week
Role Summary	The Safeguarding Officer role will be to oversee and direct the provision of all safeguarding activities and associated training across both the Club and the Foundation. This will involve ensuring there is a Club wide awareness of current legislative obligations in respect of safeguarding and to advise and support all staff, including the Designated Safeguarding Officers, in their roles and responsibilities.
Key Job Outcomes	<ul style="list-style-type: none"> • To provide the Board with safeguarding updates and to work collaboratively with the Safeguarding team and Senior Managers to ensure that safeguarding is prioritised across all areas of the Club. • Maintain the Single Central Register of safeguarding qualifications and undertake relevant DBS checks. • Lead on all relevant audits, ensuring compliance is met at all times. • Work closely with the HR Manager to ensure compliance with the Club's Safer Recruitment Policy. • Deliver all safeguarding and welfare inductions. • Identify and mitigate safeguarding risks to the Club and individuals. • Support staff in the sign-off process of planning off-site activities, trips, residentials and events. • Monitor and review safeguarding provisions for match days and training. • Proactively promote and raise safeguarding awareness across the Club, leading on staff training sessions. • Lead on regular review and audits of the Club's safeguarding procedures, ensuring they meet requirements. • To keep up to date with all relevant issues and trends in safeguarding, as well as any updates to safeguarding legislation, Premier League, EFL and FA guidance and to embed safeguarding into the culture of the Club. • Establish and develop a Club approach to safeguarding children and adults at risk. • To advise the Club on external activities including match day activities in relation to safeguarding. • Support the Club to ensure that it reaches its potential on all relevant safeguarding audits and be accountable for audit recommendations being monitored, reviewed, and implemented.



	<ul style="list-style-type: none"> • Issue agendas and take minutes for the quarterly safeguarding meetings, chasing up action points as required. • Maintain, implement and update safeguarding policies, procedures and practice to ensure compliance. • Represent the Club at both internal and external meetings relating to safeguarding. • Coordinate the dissemination of policies, procedures and resources as required. • Manage and have an oversight of any reporting, referrals and sharing of information with other organisations. • Ensure sensitive information is held securely and all safeguarding and wellbeing concerns are recorded on our electronic case management system. • Manage and maintain MyConcern software, ensuring an oversight of all concerns logged. • Contribute to successful relationships with the EFL, PL, FA and support other collaborations with agencies such as schools, education, social services the Police and Youth Offending teams. • Provide relevant advice and guidance and embed best practices as appropriate. • Identify training needs, organise and deliver internal and external training programmes with the support of external agencies.
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Excellent written and verbal communications skills	✓	
Experience of working with children, young people and adults at risk	✓	
Experience of acting as a Designated Safeguarding Officer/Safeguarding lead in a fast-paced environment	✓	
Excellent knowledge of core legislation, government guidance and national framework for child protection	✓	
FA Safeguarding Certificate		✓
Enhanced DBS Check		✓
Good interpersonal skills	✓	
Ability to respond and react to deadlines that arise at short notice	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
A genuine team player who will support and motivate other members of the team	✓	



Calm and flexible approach	✓	
A willingness to take on and learn new tasks and skills	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their CV and Cover Letter
Application Closing Date	2 nd June 2023
Interview Date(s)	First Interview – 8 th June 2023 Second Interview – 20 th June 2023
Start Date	July – September 2023
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010. https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform