



Role Profile

Safeguarding Co-Ordinator

Role Reports To: Head of Safeguarding

Role Purpose: Primary responsibility for managing and reporting concerns about Children and Adults at Risk (in line with Premier League Safeguarding Standards) and to support the implementation of policy, procedures and best practice in safeguarding Children and Adults at Risk across the Club. With responsibility for managing the Club's Central Record system, act as first point of contact for Designated Safeguarding Officers (DSO's) and supporting match day safeguarding requirements.

Main Responsibilities and Accountabilities

- Support the Head of Safeguarding in developing and establishing a Club approach to safeguarding Children and Adults at Risk and support the Club's Safeguarding Strategic Plan.
- Manage cases of poor practice, low level concerns and abuse reported to the Club through the MyConcern recording system.
- Support the management of referrals to external organisations including LADO, Children's Social-Care Services and the Police.
- Manage the Club's DBS and Central Record System.
- Support Player Care in safeguarding with Host Families through safeguarding visits and deliver training for Host Parents.
- Act as the first point of contact internally at an operational level for safeguarding support and advice.
- Coordinate dissemination of policies, procedures and resources as required by the Head of Safeguarding.
- Plan and facilitate Club wide training needs and support the Head of Safeguarding with development of the Safeguarding Workforce Plan.
- Work with the Head of Safeguarding to ensure Premier League safeguarding standards are met and maintained and demonstrate commitment to Safeguarding by adhering to relevant Club, FA and Premier League policies, procedures and values relating to safeguarding children and adults at risk.
- Support the Club's commitment to equality, diversity and inclusion.

Qualifications, Key Skills & Experience

Essential

- Qualification in social work, teaching or Youth & Community at degree level.
- Proven experience of working with Children and Adults within a Risk-focused approach.
- Proficient in using Microsoft Office and Safeguarding Systems (such as maintenance of case records using MyConcern).
- Ability to work flexibly, including matchdays, evenings and weekends (where appropriate).
- Demonstrable experience of supporting the implementation of strategies such as Mental Health & Wellbeing, PREVENT.
- Demonstrable experience of providing Safeguarding advice and guidance across a diverse range of organisational departments.
- Demonstrable experience and awareness of using sensitive and confidential personal information and data.
- Clear, concise communication skills with an ability to work accurately, with close attention to detail.
- Ability to develop and implement local and national safeguarding guidance and good practice at the Club, alongside the Head of Safeguarding.
- Support completion and quality assurance of Risk Assessments within the Club and to promote the effect use of the Premier League Events Management System.
- Ability to deal with challenging and emotionally distressing matters.
- Proven ability to liaise and build successful relationships with a range of colleagues and stakeholders at all levels by demonstrating personal credibility.

Desirable

- Previous safeguarding experience, ideally at Assistant or Co-ordination level role in a fast paced and demanding environment.
- Proven experience of working within a Sports environment.
- Demonstrable experience of promoting best practice in preventing significant harm to children, young people and Adults at Risk within all club activities.
- Clear understanding of the roles and responsibilities of statutory agencies in Safeguarding Children and Adults at Risk.
- Knowledge of carrying out safeguarding and child-protection enquiries and investigations.
- Awareness of behaviour that is harmful to Children, young people and Adults at Risk and thresholds of poor practice and abusive behaviour.
- Understanding of how to practice within appropriate boundaries as the Safeguarding Co-Ordinator.
- Awareness of how abusers target and groom within organisations in order to abuse Children and Adults at Risk.
- Working knowledge of legislation, government guidance and national framework for safeguarding Children and Adults at Risk.
- Clear evidence of maintaining own CPD for safeguarding knowledge and skills.
- Hold a driving license

Disclosure and Barring Service Check Requirement

- This role will be subject to an Enhanced Disclosure including a Barred List Check disclosure.

Aston Villa Football Club is an inclusive institution that provides a welcoming environment to supporters, the local community, customers, employees, contacts and competitors. We want to ensure that the Club and all its subsidiaries are free from discrimination of any kind, embracing all regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex (gender), religion or belief.

Aston Villa Football Club is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [Aston Villa Football Club | The official club website | AVFC - Safeguarding](#)