



# ASTON VILLA FOOTBALL CLUB

**Job Title: Safeguarding Co-Ordinator**

**Department: Legal & Safeguarding**

**Hours of Work: Full Time**

**Salary: Attractive Remuneration Package**

**Location: Villa Park, Birmingham**

**Closing Date: 30 January 2022**

## 1. The Department

The Safeguarding Team plays a vital role across the Club by ensuring implementation of legislation, guidance and tools are in place to safeguard our children and adults at risk and to ensure that the adults in our organisation are safe to work with children and adults at risk.

In order to strengthen our current safeguarding provision and deliver our next exciting phase for supporting, developing and raising safeguarding awareness across the Club, we are now looking for a self-motivated and proactive individual to join our Safeguarding Team as a Safeguarding Co-Ordinator, who will work closely with and support our Head of Safeguarding.

## 2. The Role

Working as a Safeguarding Co-Ordinator, you will be responsible for managing and reporting concerns about Children and Adults at Risk (in line with Premier League Safeguarding Standards). The role will also actively support the implementation of policy, procedures and best practice in safeguarding Children and Adults at Risk across the Club.

Reporting into Club's Head of Safeguarding, this post will also have responsibility for managing the Club's Central Record system and supporting match day safeguarding requirements.

You will act as the first point of contact internally at an operational level for and provide Safeguarding support, advice and guidance, for example, to our Designated Safeguarding Officers (DSO's). Supporting Player Care and Host Families is a key part of this role, including undertaking safeguarding visits and delivering training to Host Parents.

For further information about the Role, please see the below Role Profile.

## 3. The Person

The successful postholder have proven experience of working with Children and Adults within a Risk-focused approach, as well as experience of providing Safeguarding advice and guidance across a diverse range of organisational departments.

You should hold a degree level (or equivalent) qualification in social work, teaching or Youth & Community, and ideally, have a working knowledge of legislation, government guidance and national framework for safeguarding Children and Adults at Risk.

You should have demonstrable experience of using sensitive and confidential personal information and data and be proficient in using Microsoft Office and Safeguarding Systems (such as maintenance of case records using MyConcern).

Due to the nature of this role, the postholder will also need the ability to work flexibly, including working matchdays, evenings and weekends (where appropriate).

**As part of your application, please ensure you upload your CV and Cover Letter.**

For further information and to apply please go to [https://my.corehr.com/pls/coreportal\\_avfcp/erq\\_search\\_package.search\\_form?p\\_company=10&p\\_internal\\_external=E#](https://my.corehr.com/pls/coreportal_avfcp/erq_search_package.search_form?p_company=10&p_internal_external=E#)

### **Equality Statement**

*Aston Villa Football Club celebrates the diversity of its Club and embrace equal opportunities for all. We are proud to be a Disability Confident employer and fully support The FAs Football Leadership Diversity Code.*

*We welcome applications from all candidates regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex and religion or belief.*

### **Safeguarding Statement**

*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 [AVFC - Safeguarding](#)*