



# ASTON VILLA FOOTBALL CLUB

**Job Title:** Safeguarding Administrator

**Department:** Safeguarding Team

**Hours of Work:** Full time

**Contract Type:** Permanent

**Salary:** £22,000 to £25,000 per annum depending on experience

**Location:** Villa Park

**Closing Date:** 2 December 2022

**Interview Date:** Week commencing 12 December 2022

## 1. The Department

The Safeguarding Team are responsible for ensuring that all children, young people, and adults at risk are kept safe from harm and to respond to any concerns within club policies, procedures, and good practice.

## 2. The Role

We have an exciting opportunity for a safeguarding administrator to join our team based at Villa Park. The role will be responsible for supporting the Head of Safeguarding and wider safeguarding team with the administration of its functions across the Club. With core responsibility in working with our Human Resources Team with the safer recruitment and onboarding of new starters with their DBS if required.

For further information please see the Role Profile.

## 3. The Person

The ideal candidate will have experience of working in a fast-paced environment with a proven track record as an administrator in a similar role. You will have experience in working within a team and managing office-based systems developing relationships with internal and external stakeholders, providing a professional service, and supporting the wider safeguarding team. This is a busy role that requires strong organisational skills and ability to adapt to changing conditions quickly.

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

For further information, the role profile and to apply please go to: [careers.avfc.co.uk/](https://careers.avfc.co.uk/)

### Right to Close Vacancy Posting Early

The Club reserves the right to close any advertised vacancies earlier than the advertised closing date if sufficient applications have been received.

## **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](#).