



Role Profile

Safeguarding Administrator

Role Reports To: Head of Safeguarding

Role Purpose: Primary responsibility for supporting the safeguarding team with administration duties and managing the Club's Central Record system.

Main Responsibilities and Accountabilities

- Support the Head of Safeguarding with administration in developing and establishing a Club approach to safeguarding Children and Adults at Risk and support the Club's Safeguarding Strategic Plan.
- Management of the Club's DBS and Central Record System.
- Act as the first point of contact internally for safeguarding enquiries, including overseeing the safeguarding inbox.
- Register all new starters on the safeguarding reporting system, MyConcern.
- Format, coordinate and support the dissemination of policies, procedures and resources as required by the Head of Safeguarding.
- Support the Head of Safeguarding with Club wide training safeguarding needs including the collation of safeguarding training documentation.
- Support the Head of Safeguarding with development of the Safeguarding Workforce Plan (including recording training data on the SENTRY Tool).
- Work with the Head of Safeguarding to ensure Premier League safeguarding standards are met and maintained.
- Any other reasonable duties and responsibilities which your manager or another senior officer of the Club asks you to perform.
- Work flexible hours as the Club requires, this will include matchday working evenings and weekends
- Demonstrate commitment to Safeguarding by adhering to relevant 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

- Proven experience of working within an administration role.
- Proficient in using Microsoft Office and experience of using database systems.
- Ability to work flexibly, including matchdays, evenings and weekends (where appropriate).
- 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 work in an environment that deals 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.
- Experience of using the Disclosure & Barring Checks process.

Desirable

- Previous experience in safeguarding administration in a fast paced and demanding environment.
- Awareness of best practice in safer recruitment.
- Proven experience of reviewing processes and suggesting/making improvements and enhancements to those processes.
- Clear understanding of the roles and responsibilities of a safeguarding team within an organization from an administrative perspective.
- Understanding of how to practice within appropriate boundaries as an administrator.
- Hold a clean driving license

Disclosure and Barring Service Check Requirement

- This role will be subject to a standard DBS

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](#)