

Job Title:	Designated Safeguarding Officer (DSO)
Reports to:	Academy Manager
Purpose of the Role:	To ensure the Academy Players (U9-U23) Safeguarding requirements are met to the highest possible standard and prioritised at all times.

Accountabilities/Responsibilities	Skills & Experience
<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> • Ensure the Academy has in place appropriate policies / procedures relating to Safeguarding. • Maintain and ensure compliance with the Safeguarding Policies and Procedures of the Academy, the FA Premier League, EFL and the FA • Liaise with Governing Bodies/Supporting Agencies as appropriate • To address concerns, allegations of abuse and poor practice incidents • To manage appropriate database systems relating to Safeguarding • Responsibility to ensure all Academy staff have an up-to-date DBS and Annual self-declaration • Oversee the use of CPOMS taking follow up action as appropriate • To ensure all Academy tours/residentials are delivered according to guidelines and appropriate staff are in attendance • To be point of contact and provide advice and guidance, including at times of incident crisis, to Academy staff. • To provide operational advice and guidance to support staff to work towards safeguarding best practice <p><u>Training</u></p> <ul style="list-style-type: none"> • To facilitate training for all Academy staff appropriate to their role with young people and keep a record of staff development • Complete Child Protection Qualifications as approved by the FA Premier League and the EFL and attend seminars in relation to this field • Promote Safeguarding awareness for all Academy staff and encourage best practice. 	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Working knowledge of safeguarding procedures and policies • Experience of working in partnership with external agencies • Experience working within a leadership role • Be an honest, clear communicator with confidentiality at all times • Be able to work as part of a team, but also lead on own initiative • Able to plan, execute and review delivery • Be flexible to the dynamic nature of the Academy and football demands • Ability to form a positive, trusting and supportive relationship with staff & elite young players • Ability to put the needs of young players and the Football Club ahead of all else • IT literate, across all required platforms (outlook, word, excel, required software platforms) <p>DESIRABLE</p> <ul style="list-style-type: none"> • Previous experience of the Elite Player Performance Plan (EPPP) • Working within a Leadership role in a similar elite level environment • Previous experience of working with and developing elite players

Accountabilities/Responsibilities		Skills & Experience	
<ul style="list-style-type: none"> Oversee the staff induction process to ensure appropriate training / DBS is achieved prior to commencement of role <p><u>Reporting/Communication:</u></p> <ul style="list-style-type: none"> Regular meetings with Academy Manager & Club Head of Safeguarding to communicate around all aspects of the Academy. Establish and maintain an agreed methodology of communication with Academy staff each week to ensure a collaborative, multi-disciplinary approach. Attend weekly Academy multidisciplinary meetings Attend monthly AMT meetings as part of the Management Team Formal reporting to take place to highlight Academy performance and reporting back on agreed KPIs. 			
Based at:	Based at Playford Road Training Ground.	Working with:	All Academy Staff, Players & Parents. Club Head of Safeguarding
		Salary Band:	Part-Time (18 hours p/w) £25,000 pro rata