



Academy Designated Safeguarding Officer and Administrator (Full Time)

Job Description

Job Title	Academy Designated Safeguarding Officer and Administrator
Department	Academy
Reports To	Academy Manager (Academy), Chief Executive
Direct Reports	
Key Contacts	<p><u>Internal</u> – Club Secretary, CEO, First Team Manager, Director of Football, Academy Manager, Head of Coaching, Lead Academy Coaching Staff, Part Time Coaching Staff, Lead Academy Physio, Lead S&C Coach, Head of Academy Recruitment, EDP Site Leader</p> <p><u>External</u> – Opposition Clubs, Host families, Parents, VLUK, PMA, Regulatory Bodies (EFL, The FA, PFA, LFE, and Herts FA), Local Authorities</p>
Location	Based at Shephalbury Sports Academy, Broadhall Way, Stevenage, Hertfordshire, SG2 8NP
Hours	37.5 hours per week
Job Purpose	To be responsible for the safeguarding of Academy players and staff. To manage the organisation, planning and delivery of all operational, administrative and logistical support within the Club's Academy, and for ensuring effective communication and work practices between the Academy and the Club.
Remuneration	Salary commensurate with skills and experience.

Key Responsibilities

Designated Safeguarding Officer	
1.	Working with others within the organisation to create a positive, child-centred environment within the sport.
2.	Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people – a key role within the organisation.
3.	Manage cases of poor practice and abuse reported to the organisation – including records system.
4.	Manage referrals to children's social-care services and the police.
5.	Central point of contact for internal and external individuals and agencies.
6.	Represent the organisation at external meetings related to safeguarding.
7.	Coordinate the review and dissemination of policy, procedures and resources throughout the organisation.
8.	Provide advice and support to regional/county welfare officers and play a lead role in their recruitment, selection and training.
9.	Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate.
10.	Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children.
11.	Ensure safeguarding standards are met and maintained, keep own knowledge and skills up-to-date and attend EFL CPD events where required.



Academy Operations and Administrator	
12.	To lead the Academy's delivery of administrative, operational, logistical and other support services in consultation with the Academy Manager and Chief Executive, and to lead and direct the work of the Education & Development Programme Site Leaders.
13.	To act as the principal point of contact between the Academy and the English Football League/Football Association for all strategic and operational matters.
14.	To support the Chief Executive in developing Academy and Football Department application to achieve the Equality Code of Practice.
15.	To oversee the effective arrangement of all fixtures for Academy teams and to ensure that our liaison with opposition clubs (in relation to logistical details including venue arrangements, accommodation, kit, administration and equipment) is conducted in an efficient and professional manner.
16.	To lead all processes in relation to administrative, registration and regulatory requirements with the English Football League, and FA, and to liaise closely with the Club Secretary to ensure that all governance is compliant.
17.	To ensure that Match Officials are arranged for all 11 v 11 fixtures across all relevant age groups, Education & Development Programme, and Pathway Programme Fixtures, ensure Match Officials are paid on the day of the fixture, and receipts are received for these payments.
18.	To oversee the management of all logistical/operational issues affecting the Academy at Shephalbury Sports Academy, The Lamex Stadium, Bragbury End, Marriott's School and any other appropriate venues.
19.	To liaise with VLUK and Marriott's School to ensure all SLA commitments are honoured for the Education & Development Programme.
20.	To liaise closely with the Academy Head of Recruitment, the Club Secretary, and the Head of Coaching in respect to all matters relating to the recruitment, registration and release of Academy players ensuring that the Club/EFL/FA guidelines and protocols are adhered to.
21.	To liaise closely with the Academy Head of Education and Welfare Officer in respect of all administrative and logistical arrangements required to deliver a comprehensive Education and Welfare Programme.
22.	To lead and manage the administrative requirements of the EPPP across the Player Performance Pathway, and to liaise with all Academy Senior Management Team members (AMT) to ensure that KPI Performance Targets are adhered to.
23.	To develop a comprehensive understanding of all relevant EPPP requirements
24.	To manage the distribution to Academy players, and their parents/guardians, all information relating to the arrangement and staging of training sessions and Games and to provide them as agreed with the Academy Manager / Head of Coaching via the Player Management Application (PMA)
25.	To agree with the Academy Manager, and Finance Manager, and implement effective financial processes relating to budgetary control, purchases and invoices and other Academy financial transactions.



26.	To ensure the arrangement of all CPD and training courses are up to date as per the staff central single database so that DBS and other licence and qualification requirements are in place.
27.	To be a key member of the Academy Senior Management team and to proactively contribute to all Academy discussions.
28.	To be a key member of the Technical Board team and to proactively contribute to all Academy discussions.
29.	To possess/develop a working knowledge of Safeguarding Children regulations.
30.	Further duties as required by the Academy Manager & Chief Executive.
31.	To Manage the Welfare Officer on all compliance matters, and situations that may occur.
Office Management & General Duties	
32.	Ensure the office is maintained conducive to a professional, working environment.
33.	Answer all calls – first point of contact.
34.	Order all stationary where and when applicable.
35.	Filing updated weekly and in an accessible fashion.
36.	Player Management Application (PMA) Super User / Administrator.
37.	Elite Player Performance Plan (EPPP) Administrator
38.	Minute all Academy Management Meetings, Technical Board, and HR Meetings
39.	Attend FL/LFE meetings when appropriate
40.	Support all Heads of Department with correspondence and administration
41.	Monitor the budget of income and expenditure and provide regular updates to the Academy Manager and Chief Executive
42.	To oversee the Human Resources function for the Academy including but not limited to Safe Recruitment, New Starters, Induction, Discipline, and Contracts.
43.	Support to ensure the Academy is Health and Safety compliant.

Safeguarding Statement

Stevenage Football Club is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore all convictions including spent convictions that have not been subject to filtering by the DBS should be declared”.

Relevant information and / or documents will be distributed as part of the recruitment process.

BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

E & D Statement



STEVENAGE FOOTBALL CLUB

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Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.

Further training on Anti-Discrimination and Inclusion is available to all.



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Person Specification

Qualifications		Essential	Desirable
1	A strong academic background, preferably to degree level (or equivalent)	✓	
2	HE Cert in Professional Sport and Administration		✓
3	Safeguarding & Child Protection	✓	
Skills, Knowledge & Experience			
4	A detailed understanding of player registration issues and processes.	✓	
5	A high level of competence in relation to budgetary management and control.	✓	
6	Exceptional administrative and organisational skills.	✓	
7	Solid facility/logistical/operational management experience in a service sector/football environment	✓	
8	Must hold a valid full UK driving licence.	✓	
9	IT Skills to include a very high level of competence using Excel, Word, and PowerPoint.	✓	
10	Experience of planning, delivering and organising logistical requirements in relation to football matches, training sessions, tournaments, and tours.	✓	
11	Ability to liaise empathetically and effectively with young players, parents, scouts, coaches, and club senior management.	✓	
Attitude/Behaviours			
12	A professional "can do" attitude with strong organisational and administrative skills.	✓	
13	A decision-making leader	✓	
14	A desire to seek solutions	✓	
15	A genuine team player	✓	
16	Empathy with young people and their challenges	✓	
Personal Qualities			
17	A dynamic, hardworking and enthusiastic individual	✓	
18	Excellent communicator	✓	
19	Proactive decision maker	✓	
20	Takes responsibility for ensuring a high quality of work	✓	
21	Demonstrated enthusiasm and is personally committed to achieving agreed objectives.	✓	
22	Is receptive to feedback about their open behaviour, strengths and areas for self-development.	✓	
23	Displays a high level of confidentiality	✓	
24	Meticulous attention to detail	✓	
25	Flexibility, willingness to learn, Loyal and committed	✓	