



Safeguarding Officer

Full time, Permanent

Location: **DW Stadium**

Wigan Athletic Football Club is looking to recruit a Safeguarding Officer to safeguard and promote the welfare of children and vulnerable adults and ensure all staff and volunteers, parents and players/children understand their role in safeguarding children, young people and vulnerable adults.

You will:

- Write, update and disseminate policies and procedures to equip all stakeholders to identify, respond to and report safeguarding concerns
- Work with the Head of HR and Safeguarding and designated safeguarding officers to deliver the Safeguarding Action Plan to reduce the potential of safeguarding incidents and implement best practice safeguarding.
- Support and guide the designated safeguarding officers in the management of safeguarding within their departments.
- Conduct investigations and other incident management work in connection with safeguarding allegations and concerns.
- Report and refer child protection and/or poor practice complaints in line with policy guidance advised by The English Football League and The Football Association.
- Oversee the process of the Disclosure and Barring Service (DBS) checks.

The successful candidate will have:

- a relevant professional qualification in safeguarding, welfare or equivalent experience.
- previous experience of working in safeguarding/ welfare in youth sport and/ or community work
- previous experience of safeguarding case management, referrals and escalation process involving external agencies
- a proven track record of developing, reviewing and implementing written policies and procedures and training for safeguarding

To apply for the position please complete the application form detailing how you meet the criteria for the role. Please return your completed application to jobs@wiganathletic.com.

Closing date: 5pm on Wednesday 18th September 2019

The group is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The potential employee will be required to undertake an enhanced Disclosure and Barring Service check.

The group is committed to safeguarding all children, young people and adults at risk involved in its activities and events. The group recognises its responsibility to safeguard the welfare of these vulnerable groups by a commitment to procedures to protect them. The group expects all staff and volunteers to fully support and promote these commitments.