**Safeguarding Manager**

**Department:** Watford FC Community Sports and Education Trust

**Reporting to:** Community Director

**Hours:** 37.5 per week

**Salary:** £27,054 - £38,303

**Location:** Vicarage Road Stadium (plus other locations from time to time)

**Contract Type:** Permanent

**Closing Date:** Sunday 30 January 2022

**Interview Date:** Tuesday 8 February 2022

Our vision is to ‘improve lives, enhance communities’ and aim to ‘make a positive difference for all through sport, physical activity and learning’. We have developed a strong track record of delivering high quality community-based initiatives and services.

Our work focuses on three priority areas: Health & Wellbeing, Learning & Skills, and Social Inclusion, alongside a core theme of work in Football and Sports Development. These are all underpinned by our promise to deliver accessible opportunities.

**Summary of your role:**

Do you have a person-centred approach and passionate about ensuring safeguarding is at the heart of what you and the Trust do?

You will be the recognised point of contact for Trust safeguarding matters and will provide support, guidance, and advice to colleagues to protect the welfare of children and adults at risk.

You will be a team player who will be part of a joint Club and Trust safeguarding team and will work closely on a day-to-day basis with both the Club’s Head of Safeguarding and Safeguarding Officer to provide best practice in safeguarding.

**Your key responsibilities, but not limited to:**

* To drive the strategic direction of the Trust’s safeguarding provision, ensuring that it meets all statutory obligations and football authority requirements, such as inspections and audits.
* To ensure that safeguarding is embedded into the culture of the Trust.
* To work collaboratively with internal club safeguarding personnel, as well as externally with statutory bodies/agencies.
* To ensure the Trust’s safeguarding policies, procedures and processes reflect best practice and are regularly reviewed, updated, and communicated to colleagues.
* To manage safeguarding risks and work closely with the HR Manager to implement safer recruitment and induction practices.
* To manage the Trust’s online safeguarding system (CPOMs), ensuring that all incidents and cases are continually monitored, updated, and dealt with in a professional manner.
* To manage the Trusts Designated Safeguarding Officers (DSO’s) / Safeguarding Champions and provide support, advice, guidance, and supervision to colleagues.
* To organise safeguarding training for colleagues, Trustees, and volunteers, in line with their roles, responsibilities and engagement levels with children and/or adults at risk.

**You Must Have:**

* A relevant and recognised professional safeguarding qualification and/or verified equivalent experience in a similar role.
* Current and relevant safeguarding training.
* Able to demonstrate experience of effective case management and investigating safeguarding concerns, disclosures, allegations, and incidents.
* Demonstrate knowledge and understanding of current legislation, guidance, and best practice in safeguarding.
* Demonstrate experience of implementing effective safeguarding policies, practices, and procedures.
* Demonstrate experience of working with statutory agencies and safeguarding partners.
* Knowledge and understanding of the relevant DBS checks to undertake on specific roles and experience of conducting checks.
* An understanding of safeguarding issues across the community and sports sectors.
* Good IT skills using Microsoft packages and experience using case-management systems (such as CPOMS) to keep clear and comprehensive reports and records of incidents.
* A person-centred approach, understanding the rights, needs and best interests of children and adults at risk, as well as the support, guidance and advice colleagues require.
* Excellent communication and inter-personal skills to enhance working relationships both internally and externally.
* Calm temperament with experience of working under pressure, meeting deadlines and prioritising workload.
* Self-motivated with a positive, solution focused attitude.
* A role model in terms of your conduct, skills, and knowledge.
* Able to deal with sensitive and confidential matters in a professional manner.
* Meticulous attention to detail.
* A full driving licence and access to a vehicle for business use.
* A flexible approach to work and be able to work unsociable hours including evenings and weekends.

**You would ideally have, but not vital:**

* Safeguarding Tutor/Training Qualification.
* Safer Recruitment training.
* Mental Health First Aid Certificate
* Knowledge and experience around Equality, Diversity, and Inclusion.
* A good understanding of the key youth, community, and adult services in the areas in which the Trust works.

**What is in it for you?**

* Chance to join an award-winning charity and work alongside colleagues who are determined to utilise the positive power of sport, physical activity and learning for social good.
* Friendly working environment
* Employee Assistance Programme
* Investors in People accreditation
* Opportunity to benefit from a range of training and development opportunities
* Free gym usage at our two Community Centres
* Flexible working environment
* 25 days of Annual Leave entitlement plus bank holiday’s
* Trust pension scheme

**Equal Opportunities:**

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives, and skills. The more wide-ranging we are, the better our work will be.

We are committed to Safeguarding children and adults at risk. The necessary Disclosure and Barring Service check will apply to this post.

**Application process:**

1. If you would like to work at Watford FC’s Community Sports & Education Trust as the Safeguarding Manager download an application form and a copy of the full job profile located on the Watford FC Community Sport & Education Trust website via the following link: <https://www.watfordfccsetrust.com/support/vacancies/>
2. **Please send a fully completed application form and application form to** [**trustrecruitment@watfordfc.com**](mailto:trustrecruitment@watfordfc.com) **or** by post to Trust Recruitment, Watford FC’s Community Sports & Education Trust, Vicarage Road Stadium, Vicarage Road, Watford, WD18 0ER. If you are invited for an interview, copies of all relevant qualifications, and a copy of your proof of right to work in the UK will be needed on the day.
3. If you require any further information or wish to discuss the opportunity, please contact **Karen Stephanou at** [**Karen.stephanou@watfordfc.com**](mailto:Karen.stephanou@watfordfc.com)