

Safeguarding Manager and Football Executive Job Description

Job details	
Job title:	Safeguarding Manager and Football Executive
Location	Bristol Rovers football club, Memorial Stadium Filton Avenue Bristol BS7 0BF. You will also be required to attend home match days as and when required
Hours:	37.5 hours per week (this is a Senior position; flexibility and occasional additional or unsocial hours are a requisite of the role)
Responsible to:	Head of Football Administration
Team:	Football Administration
Responsible for:	N/A
Job Purpose:	<p>The Club takes its safeguarding responsibilities very seriously and thus as part of the ongoing improvements, there is a need to expand the team and hire a Safeguarding Manager and Football Executive.</p> <p>You will be managed by the Head of Football Administration and will work in partnership with the event safety team, stewards, and stadium medical team ensuring that all welfare/safeguarding concerns are responded to in a timely manner, and where required escalate concerns to the most appropriate person and/or agency. You will ensure that all concerns are accurately recorded and referred to external services if required.</p> <p>As a Safeguarding Manager and Football Executive, you will be responding to concerns identified within the stadium, as well as being mobile presence throughout the game, proactively identifying welfare concerns. The ideal candidate must be able to complete all physical requirements of the job with or without reasonable adjustments.</p>
Working conditions	Office based
Remuneration details	Competitive salary and benefits

PRINCIPLE FOOTBALL SAFEGUARDING ROLE AND RESPONSIBILITIES

1.	Act as the main point of contact and host audits conducted by outside parties
2.	To implement standards of criteria for action and referral in response to an allegation or concern, in accordance with best practice models (e.g., National Decision Model)
3.	Develop training materials or source from FA, Premier League, EFL or other external providers;
4.	Deliver - or manage delivery of - training (and periodic update training) to key groups, including coaches, performance staff, interns, scouts, players, parents/carers, other club staff



5.	Produce and update communications, and deliver events which champion, educate and encourage dialogue regarding safeguarding to stakeholder groups (e.g., Parent Handbook, Inductions, youth forums);
6.	Arrange and deliver briefing workshops in relation to safeguarding topics such as anti-bullying, appropriate use of social media, code of conducts, to staff and players;
7.	Respond to process queries or specific enquiries, concerns and allegations in a timely manner
8.	Help draft and implement procedures and processes which allow consistent due diligence and risk assessment of core activities;
9.	Manage cases and ensure they are managed in accordance with club procedure, making a proportionate response (using guidance from FA resource where appropriate);
10.	Refer serious cases to the appropriate agency when required, in accordance with internal procedures
11.	Report cases to FA in accordance with current procedures; Work with the People department (Human Resources) to deliver the safeguarding strategy, safeguarding induction and training for Club staff.
12.	To work in accordance with the English Football League (EFL) safeguarding standards and audited practices.
13.	To work in accordance with the EFL and Premier League Capability Code of Practice standards and audit process for Club Community Organisations (CCOs)
14.	Be 'on the ground', visible, approachable, and willing to engage in conversation

PRINCIPLE FOOTBALL ADMIN ROLE AND RESPONSIBILITIES

15.	Assisting the management of training ground operations.
16.	Assisting in the organisation of away travel for all first team fixtures.
17.	Other duties as reasonably requested by a member of the senior management staff.
18.	Liaise with key members of staff and the board to organise the rota for home and away matchday Boardroom representation
19.	Develop understanding of all rules and regulations of the various football authorities and assist the Head of Football Administration with their implementation across the Club
20.	Assist the Head of Football Administration with the management of the Bristol Rovers Women's Team

Person Specification

	Knowledge	Essential	Desirable
1.	Experience of working in safeguarding and/or a child or adult protection related role, preferably in a sporting environment	✓	
2.	An understanding of Child Protection requirements	✓	
3.	Knowledge of childcare legislation and guidance regulations and best practise		✓

Skills		Essential	Desirable
4.	Experience of implementing policy and procedures		✓
5.	Evidence of promoting good practice, continuous improvement, and management of safeguarding concerns	✓	
6.	Experience in advising on the safeguarding of vulnerable groups, preferably in sport.		✓
7.	Experience of investigating safeguarding allegations	✓	

Other		Essential	Desirable
8.	Excellent IT Skills.	✓	
9.	Creative, innovative, and willing to take initiative	✓	
10.	Able to work outside office hours (including some evenings and weekends) as suits	✓	

Personal Attributes/Values		Essential	Desirable
11.	Resilient, with the ability to handle adversity and challenge in a positive way.	✓	
12.	Highest levels of personal integrity and ability to maintain trust, sensitivity, and confidentiality.	✓	
13.	Able to work independently and as part of a team.	✓	
14.	Flexible and adaptable attitude towards work.	✓	

Safeguarding Statement

Bristol Rovers Football Club is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Bristol Rovers Football Club is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Email Cover letter and CV recruitment@bristolrovers.co.uk

Closing Date of Applications:- November 1st, 2024