



<b>Role Overview</b>	
<b>Job title</b>	Safeguarding Manager
<b>Department:</b>	Facilities and Safety
<b>Location:</b>	Bristol Rovers Football Club, The Memorial Stadium, Filton Avenue Bristol BS7 0BF  The Quarters Training Facility, Hortham Ln, Almondsbury, Bristol BS32 4JL
<b>Reporting Line</b>	Senior Safeguarding Manager
<b>Hours of Work</b>	Part-time and flexible.
<b>Salary</b>	Competitive, dependent upon experience
<b>Application Deadline</b>	Friday 7 <sup>th</sup> of March 2025

### **Club Overview**

Founded in 1883, Bristol Rovers Football Club is the oldest professional football club in Bristol, England. The club's official nickname is "The Pirates", reflecting the maritime history of Bristol.

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 Designated Safeguarding Officer.

You will report to the Senior Safeguarding Manager and take the lead on operational and strategic safeguarding matters. As part of your role, you the departmental Designated Safeguarding Officers will report to you regarding Safeguarding matter.

### **Key Safeguarding Responsibilities**

- Coordinate the Bristol Rovers FC Safeguarding responsibilities
- Act as the main point of contact and host audits conducted by outside parties
- 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);
- Develop training materials or source from FA, Premier League, EFL or other external providers,
- 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
- 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);
- 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.
- Respond to process queries or specific enquiries, concerns and allegations in a timely manner
- Help draft and implement procedures and processes which allow consistent due diligence and risk assessment of core activities.
- Manage cases and ensure they are managed in accordance with club procedure, making a proportionate response (using guidance from FA resource where appropriate);
- Refer serious cases to the appropriate agency when required, in accordance with internal procedures
- 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.
- To work in accordance with the English Football League (EFL) safeguarding standards and audited practices.
- To work in accordance with the EFL and Premier League Capability Code of Practice standards and audit process for Club Community Organisations (CCOs)
- Be 'on the ground', visible, approachable, and willing to engage in conversation

### **Essential Criteria**

- Experience of working in safeguarding and/or a child or adult protection related role, preferably in a sporting environment
- Experience of implementing policy and procedures
- Evidence of promoting good practice, continuous improvement, and management of safeguarding concerns
- Experience in advising on the safeguarding of vulnerable groups, preferably in sport.



- Experience of investigating safeguarding allegations
- An understanding of Child Protection requirements
- Knowledge of childcare legislation and guidance regulations and best practise.
- Ability to work unsociable hours (including evenings, weekends & matchdays)
- Desire to develop understanding of football governance

### **Safeguarding Statement**

Bristol Rovers FC 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 an Enhanced Disclosure and Barring Service Check (DBS) 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.

### **Equality, Diversity and Inclusion**

Bristol Rovers FC Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

Employees of Bristol Rovers FC Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

### **How to Apply**

Please send a CV, covering letter and salary expectation to [recruitment@bristolrovers.co.uk](mailto:recruitment@bristolrovers.co.uk)