**JOB DESCRIPTION**

**JOB TITLE: Safeguarding Officer (Football Pathway)**

**DEPARTMENT: Legal**

**REPORTS TO: Safeguarding Manager (UK & MENA)**

**LOCATION: City Football Academy**

**DATE: November 2019**

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**Job purpose**

Manchester City Football Club is part of the City Football Group (CFG) and is committed to the safety and well-being of anyone who attends our activities. The City Football Group has an extensive safeguarding framework, known as SafeAtCity, developed to embed an appropriate and contextualised ‘safeguarding response’ across all its clubs and other business operations in order to help protect children and vulnerable adults.

Working under the direction and supervision of the Safeguarding Manager (UK & MENA), the post holder will be an important member of the CFG Safeguarding Unit and will be focussed on supporting the delivery of a high quality safeguarding framework in close collaboration with all departments that make up the ‘football pathway’. This includes senior men’s & women’s teams, and academy and junior academy programmes (for both boys and girls) based at Manchester City Football Club and at some off-site locations.

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**Key responsibilities**

1. To promote and protect the rights of children, young people and vulnerable adults who come into contact with football pathway-related activities, ensuring that participants, parents, carers and workers understand these rights, and that they understand role that everyone plays in safeguarding those in their care.
2. To work closely with multi-disciplinary teams across football departments to raise awareness of safeguarding principles, regulations and practice and ensure that everyone is working together to safeguard vulnerable participants.
3. To provide safeguarding support, monitoring and visibility across all football pathway operations and ensure that the safeguarding programme is effectively planned, promoted, implemented, embedded, monitored, reviewed and continuously improved.
4. To create opportunities to ensure that voices of children, young people and vulnerable adults are heard in decisions that affect them.
5. To collaborate with recruiting managers and core safeguarding staff to co-ordinate and implement the Safer Recruitment Policy and take responsibility for ensuring compliance with background checks (and other relevant overseas checks where necessary) for relevant staff, and in accordance with UK legislation, Premier League and FA rules, and Club policy.
6. To help co-ordinate and deliver a range of safeguarding training products to the workforce and, where necessary, participants, on MCFC football pathway programmes.
7. To provide support and raise awareness of key safeguarding issues specific to the football pathway environment including under 18s playing in the senior environment, trips & tournaments and transitional moments (player recruitment, players on loan, playing out of age group etc).
8. To help coordinate and deliver activities for safeguarding campaigns throughout the season (including, but not limited to, Anti-Bullying Week, Parents in Sport Week, Safer Internet Day).
9. Working closely, and with support and direction from the Safeguarding Manager, respond appropriately to allegations of poor practice and/or the referral of concerns across football pathway operations, liaising with Premier League Safeguarding Team/FA Case Management Team and where appropriate, relevant statutory agencies.
10. To be an active member of the CFG Safeguarding Unit contributing to the development of MCFC safeguarding policy, protocol and practice and applying the processes presented in the CFG Safeguarding Supervision Policy.
11. To support all football pathway-related operations in the development of policy, procedure and projects that impact on, or involve, vulnerable people, ensuring that these include an appropriate, proportionate and contextualised safeguarding response.
12. To provide data to, and support the production of, regular reports and an annual review, in collaboration with the CFG Safeguarding Unit, of the safeguarding programme to the relevant Leadership Teams.
13. To support an annual Premier League safeguarding audit of football-pathway operations and liase with internal and external auditors as appropriate.
14. To contribute to and support the maintenance of accurate records (using established recording systems) in respect of training, vetting checks and concern referrals and ensure all sensitive data and information is held securely and in accordance with data protection regulations.

**General responsibilities**

* Compliance with CFG policies
* Compliance with the CFG health and safety procedures
* Compliance with legal and regulatory requirements in relation to the role

[Note: this will include observing daily operations across our facilities both at City Football Academy and beyond and will include evening and weekend working]

* To undertake such other duties as may be reasonably expected
* To maintain high levels of professional conduct and integrity at all times

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**Key relationships**

The Safeguarding Officer is required to develop and maintain a range of relationships to ensure the effective implementation of the relevant safeguarding policy and programme across football operations and in accordance with the vision, aims and objectives of the City Football Group business.

Internal: Maintain relationships with departments where there is direct or indirect contact with children or vulnerable adults. In particular, close working relationships are required with (but not limited to):

* Safeguarding Manager (UK & MENA)
* Safeguarding Support Officer
* Academy Management Team
* Performance Lifestyle & Player Support
* First Team Operations and Player Support
* Health and Safety Manager
* Residential provision workers
* Group Head of Safeguarding

External: An effective safeguarding programme should involve relationships and/or links with statutory agencies involved in social care and the football regulatory authorities; including but not limited to:

* Third party partners, including delivery partners
* Coram Voice (Independent Visitor Service team)
* Children’s Services departments
* Local Safeguarding Children Boards
* Local Authority Designated Officers (LADO)
* Safeguarding Adults teams
* Premier League & other PL and FL clubs
* FA
* NSPCC Child Protection in Sport Unit
* Police

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**Scope of job**

The Safeguarding Officer has responsibility for the delivery of a robust safeguarding response across football-pathway operations. They must help to ensure compliance with all relevant laws and regulations that apply to these activities. They must also help to ensure compliance with all the relevant regulations of the Football Association and the Premier League. The club is monitored each season by the Premier League (and on occasions other regulatory bodies) and is expected to meet all the necessary criteria.

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**Person Specification**

**Job Title: Safeguarding Officer (Football Pathway) Department/Location: Legal / CFA**

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| **Knowledge:** the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc |
| Essential  Knowledge of statutory children’s social care systems and contemporary safeguarding practice and the relevant legislation and regulation in those fields.  Clear understanding of the non-statutory safeguarding processes and safer recruitment frameworks.  Desirable  Knowledge of the workings of professional sports businesses and particularly the application of safeguarding principles therein.  Understanding of sports coaching or educational practice and how to work with children (or vulnerable adults) in these settings.  Demonstrate a working knowledge and understanding of inclusion, equality and anti – discrimination legislation, policy and practice. |
| **Technical/work-based skills**: skills specific to the job e.g. language competence, typing skills, coaching skills etc |
| Essential  IT literate with experience of online systems for both data processing and storage.  Criminal record checking systems.  Experience of delivering training on a formal or informal basis and prepared to challenge poor or inappropriate practice.  Experience of writing reports and compiling case file information.  Desirable  Knowledge of sports coaching principles and practice, in particular in an elite performance environment.  Experience of working directly with children and listening to and valuing their views, opinions and concerns. |
| **General skills and attributes**: more general characteristics e.g. flexibility, communication skills, team working etc |
| Essential  Ability to communicate both in writing and verbally at all levels of business operations.  A team player who demonstrates an understanding of the need to share and work with others to achieve common goals.  Approachable, diplomatic, discrete, thoughtful, resilient and driven to succeed.  Demonstrates high levels of personal and professional integrity and a ‘can do’ attitude to supporting the club.  Able to travel to conduct monitoring / compliance visits, including overseas.  Desirable  Extensive experience of delivering training to groups and providing mentoring / coaching to fellow workers  Can inspire others on their safeguarding journey. |
| **Experience:** proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate. |
| Essential  Experience of implementing policies, protocols and guidance.  Experience of handling sensitive data in accordance with data protection regulations.  Desirable  Experience of policy design.  Knowledge and understanding of the culture and structure of football and particularly in an elite performance environment.  Ability to conduct or lead investigations of a sensitive nature. |
| **Qualifications**: the level of educational, professional and/or occupational training required |
| Essential  Graduate level qualified or professional equivalent.  Ongoing professional development in safeguarding, welfare, criminal or care sector.  Desirable  Relevant qualifications and training in social care-related areas and/or safeguarding.  Sports-related graduate or post-graduate qualifications or training. |