



Academy Safeguarding Lead (Full Time)

Stevenage Football Club Academy is seeking to appoint a highly motivated, talented, confident and hard-working individual to join our team at The Lamex Stadium. Currently in League one and operating a Category Three Academy.

Vacant Position

Academy Safeguarding Lead (Full time)

To Apply

To apply for the role, please complete an Application Form and submit your CV to Jorden Gibson at jordeng@stevenagefc.com. The deadline for applications is Friday 6th October 2023. Interviews will take place on the week commencing 9th October 2023.

Safeguarding Statement

Stevenage 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 Criminal Records Checks and may include checks against the Barred Lists, 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.

BAME Declaration

The English Football League has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence.

As part of the application process, you will therefore be asked to declare your ethnicity.

Equality & Diversity Statement

Stevenage Football Club is an equal opportunities employer and staff will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil

partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin. Further training on Anti-Discrimination and Inclusion is available to all.



Job Title	Academy Safeguarding Officer
Department	Academy (Education & Welfare)
Reports To	Academy Manager, CEO
Direct Reports	None
Key Contacts	Internal – Academy Players, Academy Manager, Lead Academy Coaching Staff, Head of Academy Recruitment, Academy Operations Manager External – FA & EFL Educational Representatives, School Headmasters / teachers, Parents of academy players Nursery – CEO, Chairman, Parents/guardians <u>External</u> – Opposition Clubs, Host families, Parents, VLUK, PMA, Regulatory Bodies (EFL, The FA, PFA, LFE, and Herts FA), Local Authorities
Budgetary Responsibilities	None
Location	Based at Shephalbury Sports Academy/Rookies Nursery, Broadhall Way, Stevenage, Hertfordshire SG2 8NP/ Marriott School, Brittain Way, Stevenage SG2 8NP
Hours	37.5 hours per week
Remuneration	TBC



Job Description: Stevenage Football Club Academy Safeguarding Officer

Position Overview: The Stevenage Football Club Academy Safeguarding Officer is responsible for ensuring the welfare and protection of all young players within the academy. This role involves implementing and maintaining safeguarding policies and procedures, promoting a safe and inclusive environment for young players, and working closely with relevant stakeholders to ensure compliance with safeguarding regulations.

Key Responsibilities:

1. **Safeguarding Policy Development:** Develop, review, and implement comprehensive safeguarding policies and procedures in line with national governing body guidelines and legislation.
2. **Compliance:** Ensure that the academy meets all safeguarding requirements, regulations, and standards set by the Football Association (FA) and other relevant bodies.
3. **Training and Education:** Organize and deliver safeguarding training sessions to coaches, staff members, volunteers, and players, ensuring awareness of safeguarding practices and procedures.
4. **Reporting and Incident Management:** Manage and respond to safeguarding concerns, including reporting incidents to appropriate authorities, conducting investigations, and ensuring appropriate action is taken.
5. **Risk Assessment:** Conduct regular risk assessments of academy facilities and activities to identify potential safeguarding risks and implement necessary measures to mitigate them.
6. **Communication and Liaison:** Establish effective communication channels with players, parents/guardians, coaches, and other staff members to promote a safe and supportive environment and address any safeguarding concerns or queries promptly.
7. **Record Keeping:** Maintain accurate and confidential records of safeguarding concerns, incidents, and actions taken, ensuring compliance with data protection regulations.
8. **Continuous Improvement:** Keep up to date with changes in safeguarding legislation, FA regulations, and best practices, and implement necessary updates to the academy's safeguarding policies and procedures accordingly.
9. **Safeguarding Reporting:** Prepare and submit safeguarding reports to the academy management, FA, and other relevant bodies as required.
10. **Safeguarding Audits:** Participate in safeguarding audits and inspections to ensure compliance with regulations and identify areas for improvement.



Qualifications and Experience:

- A strong understanding of safeguarding policies, procedures, and legislation, particularly within the context of youth sports and football.
- Experience working in a safeguarding role, preferably within a football academy or similar sports environment.
- Knowledge of the safeguarding requirements set by the FA and other relevant governing bodies.
- Excellent communication and interpersonal skills to liaise effectively with players, parents/guardians, staff members, and external stakeholders.
- Strong organizational skills with the ability to prioritize tasks, manage deadlines, and work independently.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Relevant safeguarding training and certifications, such as the FA Safeguarding Children Workshop or equivalent.
- Knowledge and understanding of statutory agencies in safeguarding children and adults at risk.
- Great team working skills.
- Competent in the use of IT i.e., Microsoft office etc
- Able to prioritise and manage workloads effectively.
- Experience of writing reports and compelling case related information
- Experience of working in a designated safeguarding role

Note: The specific requirements and responsibilities of the Stevenage Football Club Academy Safeguarding Officer may vary. This job description serves as a general outline of the role and its key responsibilities.