



Grimsby Town Football Club

Lead Designated Safeguarding Officer - Job Description

We don't just work for Grimsby Town Football Club — we *are* Grimsby Town Football Club. It's a remarkable story that began in 1878 and has continued uninterrupted ever since.

There is nothing bigger and nothing more powerful in uniting so many people — through purpose, passion and pride — than a football club. It's people's identity. It's their family; their heritage. It's where they belong. This is something that cannot be undone. The bond, ties and loyalty are forever. And by being here, we are part of the story.

This is no ordinary job. This is an extraordinary opportunity. We are more than staff, players, managers, coaches, analysts, physios, stewards and volunteers. We are friends, supporters, promoters, entertainers, role models and, in some cases, idols and legends. But we cannot be any of these things without each other.

None of us is bigger than all of us. Every day, we strive for better. We are a football club, but we're at the heart of something much bigger. A club formed from its community now has the power to define its community. We are today's authors of this black and white story.

This moment has been 143 years in the making. And the next chapter is in our hands. Together, we can achieve greater things. And to achieve greater things we need a great team, and this is where you come in.

Job Title	Lead Designated Safeguarding Officer
Line Manager	Senior Safeguarding Manager
Contract	Permanent Part time 18.75 hours per week
Salary	£12,500 - £15,000 depending on qualifications and experience
Holiday entitlement	28 days includes Public and Bank Holidays (pro rata in relation to hours)
Key internal relationships	GTFC - Chief Executive Officer, Chief Operating Officer, Finance Manager HR Advisor, Academy Manager, Academy Designated Safeguarding Officer GTSET – Chief Executive
Purpose of the job To ensure that the organisation fulfils all its statutory duties with regards to the Safeguarding of Children and Vulnerable Adults, working with internal and external bodies. To support and develop an understanding and compliance to Safeguarding and Child protection policies and procedures across the organisation. To ensure that all staff are adequately trained in the Safeguarding of Children and vulnerable adults.	

Main Roles & Responsibilities

- As a subject matter expert, you are responsible for ensuring you are conversant with relevant legislation, policies and procedures and an awareness of best practice externally and using this to make changes and recommendations.
- Play a lead role in developing and establishing the organisation's approach to safeguarding children, young people and adults at risk.
- To develop, implement and review safeguarding policies and processes to ensure they meet legislation, guidance and are relevant.
- Co-ordinate the dissemination of policy, procedures and awareness throughout the organisation.
- Working with the Human Resources Advisor ensure recruitment where appropriate follows effective safeguarding procedures.
- Work with Human Resource Advisor to deliver the safeguarding strategy, safeguarding induction and training for staff.
- To work in accordance with the English Football League (EFL) and/or The FA safeguarding standards, rules and audited practices.
- You will be the main point of contact for audit procedures (FA, EFL, PGAAC, Barnardo's and any others as required).
- Record, manage and investigate all reported safeguarding concerns, managing the caseload appropriately.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required in line with GDPR regulations. These reports will need to be presented to the Club Board on a quarterly basis.
- Ensure that all policies relating to safeguarding and welfare are signed off by the Board annually or when required due to a change in legislation or practice
- Ensure safeguarding standards are met and maintained.
- Provide advice and support to all staff and associates of the organisation in relation to safeguarding concerns and queries
- Manage the electronic case management system "My Concern" for recording and tracking concerns and allegations pertaining to the safety and welfare of children and adults at risk.
- Be the main point of contact and provide expert advice for all Grimsby Town Football Club's safeguarding concerns for internal and external individuals and appropriate agencies.
- Report and refer to external agencies child protection/poor practice in line with policy guidance advised by EFL/FA.
- Oversee the DBS checks, barring referrals, risk assessments and the Single Central Record (SCR) and ensure all staff, volunteers and accommodation providers/host families working with children/ young persons (appropriate to their role) have an enhanced DBS clearance for work in football. Renewed every 3 years in line with FA and EFL guidance.
- Work closely with the Grimsby Town Academy to ensure the safeguarding ethos is embedded and support with player care and scholar accommodation.
- Ensure a person-centred approach is taken no matter what the issue is, provide support and sign posting where required.
- Provide support and guidance to any member of staff engaged in each activity who reports suspected abuse of a child or adult at risk.
- To support the Grimsby Town Football Club values, Equality, Diversity and Inclusion Policy and our Safeguarding policies in every aspect of your work and positively promote the principles of these policies amongst colleagues, stakeholders, service users and other members of the community.
- To represent Grimsby Town Football Club at external multi agency safeguarding meetings, creating new links with external statutory and voluntary agencies.
- Confidentiality is important within our business, understanding the need for boundaries and privacy is paramount.

- To make sure that your own knowledge, skills and training are up-to-date.

ESSENTIAL CRITERIA

- Experience of working in safeguarding and/or a child or adult protection related role
- 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.
- Knowledge and understanding of current safeguarding legislation, guidance, best practice, and policies in respect of the welfare of vulnerable groups, Children and Adults at Risk.
- Experience of managing and 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)
- Full UK driving licence or ability to travel to various locations, due to the demands of the role

DESIRABLE CRITERIA:

- Degree level qualification in Safeguarding
- FA Safeguarding Certificate or equivalent
- FA Emergency Aid or equivalent
- The ability to write and deliver training across different departments and engage key stakeholders internally and externally to the Club.

B Corporation

Grimsby Town Football Club is currently working towards B Corp Certification. B Corp Certification is a designation that a business is meeting high standards of verified performance, accountability, and transparency on factors from employee benefits and charitable giving to supply chain practices and input materials. To achieve certification, a company must:

- Demonstrate high social and environmental performance by achieving a B Impact Assessment score of 80.
- Make a legal commitment by changing their corporate governance structure to be accountable to all stakeholders, not just shareholders, and achieve benefit corporation status.
- Exhibit transparency by allowing information about their performance measured against B Lab's standards to be publicly available on their B Corp profile on B Lab's website.

B Corp Certification is holistic, not exclusively focused on a single social or environmental issue. And the process to achieve and maintain certification is rigorous and requires engaging teams and departments across the whole organisation. All employees are expected to commit to the journey of achieving B Corporation Status.

Safeguarding Statement

Grimsby Town 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

Grimsby Town 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 Grimsby Town 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.