



**Job title: Club designated safeguarding officer**

**Reports to: Senior safeguarding manager**

AFC Wimbledon is a professional football club based in south west London playing its home games in a state of the art stadium opened in August 2021. The move to the new stadium marked a pivotal point, providing the Club with the ability to deliver top-level facilities for both matchday and non-matchday events.

AFC Wimbledon recognises and accepts its responsibilities for the safety and wellbeing of children and vulnerable adults who come into contact with the organisation and its staff. Safeguarding is everyone's responsibility, and all staff and volunteers have a duty to safeguard the welfare of children and other vulnerable people.

The Club has comprehensive safeguarding policies and procedures for all staff and volunteers which meet the requirements of the EFL's guidance on Safeguarding Children and Young People, The FA Safeguarding Children Rules and Government legislation.

Reporting to the senior safeguarding manager, the Club designated safeguarding officer will be the person with day-to-day responsibility for managing and reporting safeguarding concerns and for putting into place and monitoring policies, procedures and daily practice to safeguard children and adults at risk in the organisation.

**Duties and responsibilities**

- Supporting the senior safeguarding manager, working with others within the organisation to create a positive, child-centred environment
- Play a lead role in developing and establishing the organisation's approach to safeguarding children, young people and vulnerable adults
- Manage cases of poor practice and abuse reported to the organisation
- 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
- Manage referrals to children's social-care services, LADO, the police, the EFL and FA as and when required
- Act as the central point of contact for internal and external individuals and agencies
- Represent the organisation at external meetings related to safeguarding
- Coordinate the dissemination of policy, procedures and resources throughout the organisation
- Provide advice and support to all staff, volunteers and associates of the organisation in relation to safeguarding concerns and queries
- Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate



- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date
- Encourage good practice by promoting and championing the safeguarding policy and procedures

### **Person Specification**

- Ability to build effective working relationships with staff, fans, EFL, etc
- Ability to advise and support individuals at all levels within the organisation
- Act with integrity and respect when working with others
- Strong administration management skills
- Excellent communication skills
- Good influencing skills
- Ability to work with conflict and emotionally distressing matters, and the ability to know when to self-refer
- Ability to produce and develop guidance and resources

This role will be offered on a part-time basis of 18.75 hours pw with a salary of £30,000 to £33,000 pa pro-rata.

Closes at 17:00 on Monday 25 March 2024

Interested applicants should apply with a covering letter, CV, details of current salary and notice period for their current role to:

James Macdonald, AFC Wimbledon board safeguarding lead [jobs@afcwimbledon.ltd.uk](mailto:jobs@afcwimbledon.ltd.uk)

Please note that due to the expected volume of applications, we will be unable to respond to everyone. If you have not heard from us within two weeks of the closing date, you have not been shortlisted for the position. We will keep your information for six months from the closing date, when your information will be deleted from our systems.

AFC Wimbledon is committed to becoming an accredited Living Wage employer.

AFC Wimbledon is an equal opportunities employer. Our goal is to welcome everyone and create inclusive teams. We celebrate difference and encourage everyone to join us, and to be themselves at work.