**JOB DESCRIPTION**

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| 1. **DETAILS** | |
| Job title: | **Safeguarding Officer** |
| Reporting to (Job title): | **Senior Safeguarding Manager** |
| Department: | **Safeguarding** |
| Direct Reports: | **-** |
| Location: | **Oxford United Training Ground** |
| Hours: | **3 days per week** |
| FT / PT | **Part Time - Permanent** |
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| **KEY OBJECTIVES OF THE ROLE** | |
| To have safeguarding area responsibilities within the club specifically being the safeguarding lead for the boys Academy (including responsibility for the SCR) and being the safeguarding lead for the Women’s team and girls RTC, | |
| **MAIN DUTIES / RESPONSIBILITIES** | |
| * To have designated line management responsibilities for welfare officers in the above areas. * To be named designated person for child protection (DSL). * To make safeguarding referrals where appropriate. * To be a member of the safeguarding and well-being group. * To work in partnership with all appropriate external bodies including the Local Authority to develop and maintain outstanding practice. * To maintain and update where appropriate the relevant safeguarding documentation. * To attend regular EFL update meetings. | |
| **ROLE REQUIREMENTS** | |
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| **KNOWLEDGE, SKILLS & EXPERIENCE** | |
| * Level 3 Safeguarding qualification. * Safer recruitment trained or willingness to undertake training. * Previous experience of working in football. * Ability to be calm in a challenging environment. * Effective mediation and listening skills. | |
| **CRIMINAL RECORD CHECK REQUIREMENT** | |
| OUFC are committed to safeguarding and protecting children and young people that we work with. As such, all post holders are subject to a safer recruitment process, including the disclosure of criminal records (DBS) and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practices across our services. | |
| **GENERAL STATEMENT** | |
| All employees of the Club must always carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality, and data protection. | |
| **SAFEGUARDING & WELFARE STATEMENT** | |
| The Club is committed to the safeguarding and welfare of all children, young people, and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.  As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work always remain safe. This includes ensuring ‘best practices’ are always adopted, and incidents or concerns are proactively reported. Safeguarding is considered everybody’s responsibility. | |
| **EQUALITY, DIVERSITY & INCLUSION STATEMENT** | |
| The Club is committed to equality, diversity, and inclusion, and believes in equal opportunities for all. We expect that all staff, volunteers, and others associated with the Club. Share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation, or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [equality-and-diversity-at-oufc.pdf](https://www.oufc.co.uk/contentassets/b518c299e2464feb8dde529d9970fcb4/equality-and-diversity-at-oufc.pdf). | |
| **Job Description Agreement** | |
| Job Holders Signature: | |
| DATE: | |
| Managers Signature: | |
| DATE: | |