

Job Description



Job Title	Safeguarding Manager (Academy)
Reporting to	Head of Safeguarding & Welfare
Location	Predominately the EPPP Building with some work each week at Training Ground
Line Management Responsibility	None
Main Purpose	The Safeguarding Manager (Academy) will act as the Designated Safeguarding Lead for West Bromwich Albion FC's Academy and be the main point of contact for anyone wishing to raise a safeguarding concern or seek advice in line with the Club's safeguarding policies and procedures. The role will provide effective leadership in safeguarding children and adults at risk, ensuring full compliance with EFL and/or Premier League regulations and relevant legislation, while maintaining strong internal and external stakeholder relationships. Working closely with the Safeguarding Team and other Academy Staff, the post holder will support the day-to-day management of safeguarding cases, including investigations. The role will also contribute to the design and delivery of academy safeguarding training and support the implementation of strategy, initiatives and projects that ensure the Academy continues to uphold and strengthen its safeguarding standards.
Working Hours	Full Time which includes evenings, weekends and bank holidays as required and in line with business needs

DUTIES & RESPONSIBILITIES

Your main responsibilities for this role include, but are not limited to the following:

Safeguarding Leadership & Oversight

- Oversee the safeguarding operation within West Bromwich Albion Football Club's Academy, providing appropriate support and feedback to all relevant departments and stakeholders.
- Promote a culture that prioritises the moral and legal duty of care to safeguard, protect and promote the wellbeing of children, young people and adults at risk.
- Provide monthly safeguarding reports to the Head of Safeguarding & Welfare and Academy Manager, ensuring actions are implemented effectively.

Compliance, Policy & Governance

- Ensure the Academy is fully compliant with all legal and statutory safeguarding requirements relating to children and vulnerable groups.
- Ensure full compliance with EFL and/or Premier League safeguarding rules and standards.
- Ensure safeguarding policies and procedures are comprehensive, up to date, effectively disseminated and compliant with statutory and regulatory requirements across the Academy.
- Respond to and implement recommendations from internal and external safeguarding audits.

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- Contribute to the development and implementation of the Safeguarding Strategic Plan.
- Support the development and ongoing management of the Safeguarding Risk Register.
- Actively participate in the Club's Safeguarding Steering Group, Case Management Group and other internal and external forums to ensure continuous improvement through scrutiny and learning.

Risk Assessment, Case Management and Reporting

- Ensure all safeguarding concerns and incidents are logged, managed and responded to appropriately and promptly via the electronic safeguarding case management system, working in partnership with the Club's Safeguarding Team and Case Management Group.
- Ensure all relevant staff have access to the MyConcern system and receive appropriate training on its use.
- Carry out and oversee safeguarding risk assessments for Academy events, tours and trips.
- Ensure suitable safeguarding cover and representation is provided at all home Academy matches.
- Assist in the adherence to safer recruitment processes and the maintenance of the single central record for safeguarding-related roles.

Education, Training & Workforce Development

- Ensure all Academy staff and volunteers receive appropriate safeguarding training, safer working practice guidance and ongoing CPD to maintain a confident, competent and proactive workforce.
- Work alongside the Player Care Team to ensure safeguarding education is embedded within the Academy life skills programme.

Workforce Development, Partnership Working & Player Care

- Work in partnership with the Club Safeguarding Team, leadership teams, key safeguarding and coaching staff across the Club and The Albion Foundation.
- Work alongside the Player Care Team to ensure host family provision is safe, suitable and well monitored.
- Ensure effective mechanisms are in place to enable the voices of players, parents, staff and others connected to the Academy to be heard, responded to and acted upon through well-promoted processes and regular consultation.

Club Standards

- To contribute positively to the Club and Academy vision, values and culture.
- To promote and adhere to the Equality, Diversity and Inclusion Policy and to work consistently to embed EDI into everything.
- To ensure the working environment is free from harassment and discrimination and any other form of unacceptable behaviour.
- To fully participate in one-to-one and departmental reviews and meetings.
- To carry out CPD and keep up to date with any training and updates relevant to the role.
- To ensure the health & safety within the Club for self and others is adhered to at all time.
- To carry out all responsibilities with due regard to the Club values and all policies and

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procedures, in particular Health & Safety, Equality and Diversity and Safeguarding.

- To undertake all required training, including mandatory Club Equality and Diversity, Safeguarding and Health and Safety training.

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PERSON SPECIFICATION

Essential Criteria

- Relevant professional qualification in safeguarding, child protection, social care, education, youth work or a related field and/or significant, demonstrable experience in preventing, identifying and responding to abuse and exploitation.
- Substantial experience of safeguarding practice within a sporting, academy, education or youth environment.
- Excellent communication skills, with the ability to influence and advise stakeholders at all levels.
- Ability to make informed safeguarding decisions under pressure.
- High level of integrity, confidentiality and professionalism.
- Experience handling complex safeguarding cases and liaising with multiple external agencies.
- Strong organisational and administrative skills, including monitoring and reporting.
- Ability to assess risk and implement effective safeguarding strategies.
- Experience delivering safeguarding training and awareness programs.
- Proven ability to work independently and as part of a multi-disciplinary team.
- Demonstrated ability to develop and implement safeguarding procedures and initiatives.
- Strong IT literacy, including safeguarding case management systems.
- Full UK driving licence and Right to work in the UK.

Desirable Criteria

- Experience of safeguarding within elite sport, professional football or a Category 1 Academy.
 - Experience of working with or alongside governing bodies such as the FA, PL, EFL or Local Authorities (including LADO).
 - Experience of supporting a learning culture and continuous improvement within safeguarding practice.
 - Understanding of wellbeing, mental health or trauma-informed practice within youth sport.
 - Experience of contributing to safeguarding audits, inspections or regulatory compliance reviews.
 - Knowledge of safeguarding systems such as MyConcern or similar electronic case management platforms.
 - Experience of safer recruitment processes, including DBS checks and single central records.
 - Experience of working with host families or residential placements.
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Equality and Diversity

West Bromwich Albion FC is an equal opportunities employer and is committed to provide equality and fairness for all employees and opposes all forms of unlawful and unfair discrimination and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status or pregnancy and maternity.

Safer Recruitment

West Bromwich Albion is committed to safeguarding and promoting the welfare of children, young people and adults at risk, therefore expects all staff and volunteers to share this commitment.

WBA's Safeguarding, Equality and Whistleblowing policies can be accessed here
<https://www.wba.co.uk/club/about-us/club-policies>

It is unlawful for the Club to employ anyone who is involved with regulated activity who is barred from doing so and we will carry out rigorous pre-employment checks and screening.

An Enhanced DBS, References, Qualifications, Proof of Identity and Right Work in the UK checks will be required and carried out prior to commencement in this post.

Signed	Name	Date