



Newport County AFC

Job Title:	Senior Safeguarding Manager
Salary:	Dependant on experience
Hours:	As required, to include evenings and weekends
Location:	Various
Reports to:	Board / Club Secretary / Head of Academy Operations

Newport County AFC is committed to safeguarding the welfare of children, young people and adults at risk, and expects all staff and volunteers to share this commitment. The safety and wellbeing of those under the Club's care is paramount. All individuals engaging with the Club—regardless of age, culture, background, disability, gender, language, racial origin, religious belief or sexual identity—have the right to protection from abuse and harm.

This post requires an Enhanced Criminal Record Check and may include checks against the Barred Lists. As such, it is exempt from the Rehabilitation of Offenders Act (1974). All convictions, including spent convictions not filtered by the DBS, must be declared.

Role Summary

This part-time role presents an exciting opportunity to lead, develop and deliver a comprehensive safeguarding programme for Newport County AFC. To provide strategic leadership and operational management of safeguarding at Newport County AFC, ensuring the highest standards of protection for our Academy players, children, young people, and adults at risk. The Senior Safeguarding Manager will ensure compliance with EFL, FA, PGAAC, and Barnardo's audit requirements, embedding a culture of safeguarding across the club. Support the club's EDI objectives in line with the EFL's Code of Practice.

Roles and Responsibilities

Reporting / Meetings

- Represent Newport County AFC at regular EFL and external safeguarding forums
- Chair monthly Club safeguarding meetings to share best practice
- Conduct monthly safeguarding supervision with Designated Safeguarding Officers and Assistants
- Prepare and present regular safeguarding reports to the Board, including compliance updates, risk analysis, and recommendations for improvement.
- Advise on updates to safeguarding policies, procedures and practice, including risk areas, disclosures, concerns, complaints and incidents of bullying

Training & Development

- Lead the development, implementation, and regular review of the club's safeguarding strategy, policies, and procedures in line with statutory guidance, EFL/FA regulations, PGAAC, and Barnardo's audit standards.
- Ensure robust safer recruitment, induction, and ongoing training processes are implemented and maintained for all staff and volunteers.
- Maintain up-to-date knowledge of relevant legislation, guidance, and best practice, and ensure the club's practices reflect this.
- Advise on training needs and contribute to the Club's learning strategy.
- Develop, deliver and source safeguarding training for colleagues, parents and players.
- Liaise with partners such as the LFE, PFA, EFL, LA, FAW and FA for training opportunities.
- Keep detailed training records on the Single Central Record.
- Work with senior managers to ensure safer recruitment checks and correct staff inductions.
- Ensure all staff complete safeguarding, EDI, Prevent and anti-bullying training on induction.
- Ensure the club's safeguarding policies are accessible, understood, and implemented at all levels of the organisation.

Working Together

- Build positive, proactive relationships with colleagues, parents/carers, players and external partners (EFL, LADO, FA, FAW, PGAAC, Barnardo's)
- Promote a culture of listening to children, young people, and adults at risk, ensuring their voices inform safeguarding practice and club decision-making.
- Ensure Safeguarding Officers and Assistants have time and resources to fulfil their duties
- Work collaboratively to maintain a positive, child-centred safeguarding culture
- Lead on the Club's approach to safeguarding children, young people and adults at risk
- Manage referrals to children's social care, LADO, police, EFL, FA and FAW
- Act as a central point of contact for staff, volunteers, players and external agencies
- Provide safeguarding advice, guidance and support to all Club personnel
- Support development and implementation of the Club's safeguarding strategy
- Build positive working relationships with Board members, colleagues, parents and players

General

- Act as the Senior Safeguarding Manager (SSM) for the club, providing expert advice and support to staff, volunteers, players, and parents/carers regarding safeguarding concerns.
- Ensure all safeguarding and welfare policies are reviewed and signed off annually or as required
- Oversee and coordinate the management of safeguarding concerns, allegations, and disclosures, ensuring timely and appropriate responses, accurate record-keeping, and effective liaison with statutory agencies.
- Maintain accurate, confidential records of all safeguarding matters in line with GDPR
- Oversee DBS processes and record-keeping, including referrals where required
- Ensure the Club meets safeguarding audit standards and implements improvements
- Promote and champion good safeguarding practice across the organisation
- Manage the Club's Safeguarding Risk Register
- Promote a culture of listening to children, young people and adults at risk
- Implement recommendations relating to the Sheldon Report
- Ensure transparency and continuous improvement within safeguarding practice
- Conduct regular safeguarding visits to the Academy and attend all senior home games
- Travel to away games and tours when required to review safeguarding processes
- Support wellbeing-based player exit strategies from the Academy
- Hold regular wellbeing checks with Academy players out on loan and with U18/U16 squads
- Conduct wellbeing check-ins with self-referring players
- Lead on safeguarding risk assessments for activities, events, and individuals as required.

Newport County AFC is committed to diversifying its workforce, particularly regarding ethnicity, gender and sexual orientation, and welcomes applications from under-represented groups.

We are also committed to fostering an inclusive community where everyone can thrive.