

BURTON ALBION FC

PIRELLI STADIUM · PRINCESS WAY · STAFFORDSHIRE DE13 0AR U.K.
01283 565938 · WWW.BURTONALBIONFC.CO.UK · COMPANY NO.488096



ROLE DESCRIPTION

JOB TITLE	Safeguarding and EDI Lead
LOCATION	The Pirelli Stadium, Princess Way, Burton on Trent, DE13 0AR and other sites as agreed
REPORTING TO	CEO
DIRECT REPORTS	Designated Safeguarding Officers (Club and Trust) Casual Workers
JOB TYPE	Permanent

Job Summary

Act as the Clubs lead source of safeguarding support, advice and expertise (supporting the SSM); to ensure a collaborative approach across the Club to the promotion of safeguards and the protection of children, young people and adults at risk.

Lead on all Equality Diversity and Inclusion (EDI) matters and ensure EDI is embedded across all aspects of the Club.

Role Responsibilities

Safeguarding

- Work closely with the EFL and FA Safeguarding teams to ensure that all Safeguarding requirements, rules, and regulations are met, including adherence to the EFL's Safeguarding Standards and in accordance with the Sheldon Report
- Liaise with relevant teams to implement Safer Recruitment and induction practices across the organisation;
- Continuously work to maintain, embed and improve the Club's safeguarding provision;
- Manage, record, and accurately report on all safeguarding incidents, concerns, and allegations with confidentiality;
- Manage referrals to children's social-care services, LADO, the police, the EFL, FA as and when required
- Give direction, training, and guidance to all employees with respect to safeguarding incidents, concerns, and allegations including the training of all safeguarding officers;
- Support the Club's Board Level Senior Safeguarding Manager (SSM) and as lead source of safeguarding support, advice, and expertise; liaising closely with the Club, Academy and Community Trust DSO's
- Pro-actively promote and raise safeguarding awareness and ensure a safe working environment;
- Attend regular safeguarding training and maintain an up-to-date knowledge base of relevant legislation, regulations, and best practice;
- Oversee the 'My Concern' and 'My Voice' case management systems and ensure all staff are trained in its use;
- Review, update and develop the Club's safeguarding policies and procedures ensuring that they meet or exceed minimum legal requirements and the EFL's Safeguarding Standards;
- Ensure that all policies relating to safeguarding are signed off by the Board annually or when required due to changes in legislation or practice;
- Coordinate the dissemination of policy, procedures, and resources throughout the Club;
- Advise on the Club's training needs and development of its training strategy, providing training where appropriate;

The Albion Football Club (BOT) Ltd · Pirelli Stadium, Princess Way, Burton-on-Trent, Staffordshire DE13 0AR
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- In conjunction with HR; be responsible for the Club's DBS processes, including checks and renewals, and the maintenance of the Club's Single Central Register (noting staff records are produced from the HR Information System);
- Represent and regularly report to the Board on Safeguarding policies, procedures, and practices within the Club, including highlighting areas of risk/concern, identifying areas of poor practice/areas for improvement, and providing analysis of numbers and types of Safeguarding concerns/disclosure, complaints, and bullying incidents within the organisation;
- Ensure all aspects of Safeguarding are integrated across the delivery of all activities and are delivered in a safe and suitable manner; with all Safeguarding concerns reported through appropriate channels.

Equality, Diversity & Inclusion (EDI)

- Lead on all EDI matters and ensure EDI is embedded across all aspects of the Club;
- Ensure adherence to the EFL Code of Practice;
- Prepare, deliver, and arrange EDI presentations and training sessions;
- Maintain records and information systems and compile relevant data;
- Act as an advocate for the needs of members of ethnic minority groups, the LGBTQ+ community, and those affected by age or disability;
- Raise awareness of equality issues and promote change;
- Prepare and distribute publicity materials and resources;
- Interpret and ensure compliance with relevant legislation;
- Ensure the Club meets best practice standards as set by the EFL, FA and other football stakeholders;
- Review, update, and develop the Club's EDI policies and procedures ensuring they meet or exceed minimum industry standards;
- Lead all EDI campaigns, and support projects with the development of appropriate resources;
- Review, update, and develop the Club's EDI action plan, ensuring that the Club continues to offer increased opportunities for underrepresented groups;
- Be a part of and actively contribute to, the Club's EDI Working Group

Key Relationships:

- Club Disability Liaison Officer and volunteer/casual DLO support staff
- Academy, Women's, Club and Burton Albion Community Trust Designated Safeguarding Officers (DSO)
- Coaches, Medics and Performance staff: to ensure participants are thriving and safe.
- Human Resources: To ensure recruitment activity is in place to minimise risk to participants.
- Transport and other auxiliary services: These groups are in regular contact with people and are therefore core stakeholders and deliverers of effective safeguarding.
- Children and Young People: Be a recognisable person at the Club whom children and young people are confident to approach and has their interests at heart.
- Facilities and entity partners so that service provision is seamless; this is especially important if facilities are shared and / or include public access
- The FA, EFL, Local Multi- Agency Safeguarding Hubs (MASH), Police Child Protection Unit, Health Service, Education, Social Care, Local Authority Designated Officer, Child, and Adolescent Mental Health Services (CAMHS), Schools, Auditing organisations
- Safeguarding and EDI leads in other clubs and across sports
- Football Leadership diversity Code; Women in Football, 'Football Your Way'

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Health & Safety Responsibilities

- Take responsibility and care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.
- To comply with all aspects of the Club's Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

Qualifications/Experience/Knowledge

- The FA Safeguarding Workshop; The FA Welfare Officers Workshop; and completion of recognised Designated Safeguarding Officer training at minimum of Level 2
- EDI qualification or demonstrated experience of working within this field
- Understanding of NSPCC Child Protection in Sport Unit's standards
- Demonstrated experience of front-line safeguarding including investigation and case management skills;
- Experience of child and / or adult protection;
- Experience in football and sport, in order to help navigate structures and governance;
- Experience of writing high quality, accessible, comprehensive policies

Personal Attributes/Behaviours

- Be 'on the ground', visible, approachable, and willing to engage in conversation
- Has a passion for safeguarding and protective mechanisms; considers safeguarding their vocation, regardless of the setting;
- Emotional intelligence with the ability to develop trust;
- Has a learning mindset; is keen to continue their self-development and keep up to date with best practice and learning opportunities;
- Comfortable both to operate at strategic level and to 'step up' to the front line;
- Ability to set and maintain high personal and professional standards.
- Evidence of being a strong team player.
- Availability to work flexible hours including weekends and evenings

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Code of Conduct

The Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct (along with the Staff Handbook) makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to act wholeheartedly in the interests of the Club at all times. Any conduct detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of Club rules and policies. Discriminatory, offensive and violent behaviour are unacceptable and any complaints or concerns will be dealt with and acted upon.

Equality Inclusion & Diversity

Burton Albion are committed to ensuring that equality, inclusion and diversity of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The Club opposes all forms of unlawful and unfair discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.

The Club is fully committed to the EFL Equality, Diversity & Inclusion Standards and we particularly welcome 'entry level' applications from women, individuals from Black and Minority Ethnicities, the LGBT community and anyone with a disability.

Safeguarding

Burton Albion is committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the Club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in Club activities is of the utmost importance. The Club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters – including Safer Recruitment - carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority.

Potential applicants are advised to check on the government website (<https://www.gov.uk/tell-employer-or-college-about-criminal-record/what-information-you-need-to-give>) whether cautions / convictions should be disclosed as part of their application.

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