

# SAFEGUARDING REGIONAL OFFICER

## Applicant Brief

**DEPARTMENT:**  
Safeguarding

**REPORTING TO:**  
Safeguarding Regional  
Manager

**LOCATION:**  
Remote, UK, North/North-  
West



# INTRODUCTION TO THE EFL

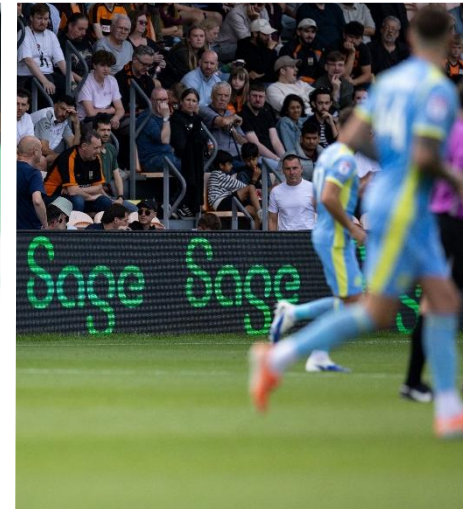
As the world's original professional league competition, founded in 1888, the English Football League (EFL) is proud to be the home of some of football's most iconic moments.

Responsible for administering and regulating the Sky Bet Championship, League One and League Two, which culminate in the historic end of season Play-Offs, along with the Carabao Cup and the Vertu Trophy, the EFL delivers unrivalled jeopardy, authenticity and non-stop entertainment.

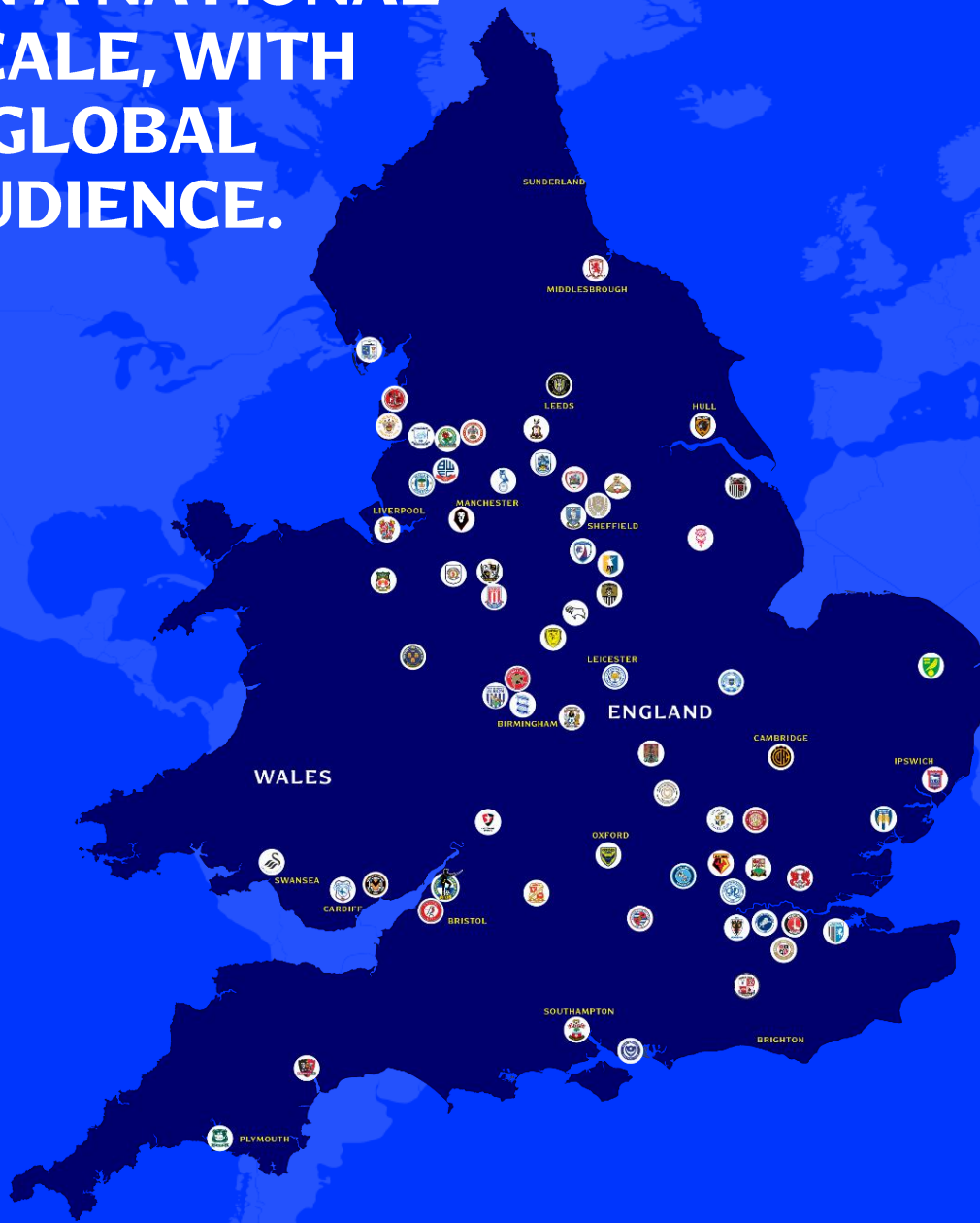
With a mission to be recognised as one of the world's most respected, popular, and successful football competitions, the League now has a stronger reach and appeal than ever before, becoming a home for talent from across the globe and some of the game's biggest names.

Across the globe, the EFL's reach is as strong as it has ever been with fixtures available in more than 250 million homes outside the UK and Ireland and across 200 territories worldwide, culminating in a global audience of over 480 million.

Off the pitch our Clubs are embedded in the towns and cities from which they take their names and are the beating hearts of communities across England and Wales. Through their charitable arms, Clubs deliver life-changing work in some of the UK's most deprived areas, positively impacting the lives of the more than 1.1 million people that engage with them each season. Allowing people to come together in times of celebration, but also unite through adversity, they are making a tangible impact.



# LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.



**13.7M**

**EFL Fans in the UK**  
(252 million globally)



**24.9M**

**EFL Competition  
Followers in the UK**  
(189 million globally)



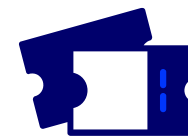
**40.4M**

**People live within a 10 mile  
catchment of an EFL Club**  
(68% of the population  
of England and Wales)  
(82% at 15 miles)



**1,891**

**Matches per season –  
79% of all professional  
matches in England**



**1 in 4**

**Admissions to a UK  
sporting event are for  
an EFL organised match**



**54%**

**Of the population will  
watch the EFL on TV  
each year**  
(489 million global viewers)

# OUR PARTNERS

## PRINCIPAL BROADCAST PARTNER



## TITLE SPONSORS



## OFFICIAL PARTNERS



## OFFICIAL SUPPORTERS



## OFFICIAL SUPPLIERS & LICENSEES



## OFFICIAL BROADCAST PARTNERS





## EFL AND THE SAFEGUARDING TEAM

In recent seasons, the EFL has significantly developed and diversified its operations.

This includes a groundbreaking domestic broadcast agreement with Sky Sports, a new Americas focused broadcast and marketing partnership with Relevent Sports, and the implementation of the EFL's 'Clubs and Communities' partnership model.

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

The EFL Safeguarding team support Clubs to:

- Achieve the safeguarding standards
- Ensure that Clubs are compliant with statutory legislation, guidance, and football regulations in respect of safeguarding policies, procedures and practice
- Support Clubs dealing with concerns and disclosures
- Provide quality assured safeguarding training
- Promote good practice and opportunities for networking

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# THE EFL'S 2024-2029 BREAKOUT MOMENT

Following significant investment, the EFL is in a new era of scale, relevance, and impact – in the stands, in communities, and with audiences around the world.

## UNMATCHED ATTENDANCE

Europe's highest-attended league body. Partners gain visibility and presence across 72 Clubs.

## UNRIVALLED BROADCAST OUTPUT

Highest volume live broadcast output of any UK sport. Amplifying partner brand awareness.

## COMMUNITY CONNECTION

Nationwide integration across 72 Clubs and communities – online and offline. Partners engage, with local relevance, throughout the country.

## PURPOSE DRIVEN

Industry-leading EDI framework: 'EFL Together'. Partner collaborations to make a lasting difference.

## GLOBAL ENGAGEMENT

Record broadcast output and regional marketing partnerships (including the USA). International reach for partners.

There is an opportunity for a high-performing individual to join the team and play a key role in the EFL's continued growth...

## JOB PURPOSE

The Safeguarding Officer will be responsible for ensuring that EFL Clubs meet and exceed Safeguarding requirements, as detailed through the EFL Safeguarding Standards. As the first point of contact, Safeguarding Officers will support EFL Clubs in all aspects of Safeguarding Compliance.



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# KEY RESPONSIBILITIES

**The successful candidate will be expected to ensure that EFL Clubs meet and exceed Safeguarding requirements alongside the following key responsibilities:**

- Visit EFL Clubs to support and challenge their Safeguarding provision in line with the EFL Safeguarding Standards
- Be the initial point of contact for safeguarding issues across EFL clubs
- Educate and assess awareness of current Safeguarding legislation within EFL Clubs
- Ensure that member clubs are fully compliant with all safeguarding legislation and help to embed safeguarding into the culture of clubs
- Work with the Club Senior Safeguarding Manager and Designated Safeguarding Officer to continually review and update safeguarding policies, standards, procedures and guidance
- Ensure all relevant employees and / or volunteers have the appropriate levels of DBS check, working with clubs to produce a Single Central Register (SCR)
- Assist the Head of Safeguarding in the completion of an annual safeguarding training needs analysis of EFL Clubs
- Organise, facilitate and provide training opportunities to EFL Clubs based on the training needs analysis, including FA and / or EFL requirements or legislative changes and requirements
- Keep abreast of relevant legislation, policy and recognised good practice and disseminate these as appropriate
- Liaise with the EFL in the Community (EFLitC) and League Football Education (LFE) to ensure a consistent provision of advice and support
- Attend the Safeguarding Strategy Group and input into the strategic development of Safeguarding within the EFL, EFL Trust and LFE
- Influence, advise and support employees on safeguarding issues
- Ensure Safeguarding is at the forefront of everything you do to promote a safe environment for the organisation, Clubs, Football Club charities and Partners
- Contribute to promoting equality, diversity and inclusion as part of the culture of the organisation
- Any other duties as required by the Head of Safeguarding

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# PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following knowledge, skills and attributes that apply to the role:

## KNOWLEDGE & UNDERSTANDING

- Qualified in an appropriate field (e.g. youth work, social care, education)
- Knowledge and understanding of developing, managing and / or implementing policies and procedures in relation to the safety and welfare of young people and vulnerable adults
- Knowledge of Health and Safety issues, and statutory and other guidance on youth and vulnerable groups
- Understanding of best practice and Statutory Regulation impacting on the protection of young people and vulnerable groups
- Practical working competency of planning and delivering workshops, training events, network events and supporting knowledge sharing with a range of stakeholders

## TECHNICAL SKILLS

- The ability to exercise the highest standards of confidentiality and to work sensitively with those affected by issues of safeguarding
- Strong interpersonal skills, including the ability to communicate with senior stakeholders both written and verbally
- A good presenter
- A working knowledge of best-practice within the safeguarding field – able to implement robust process and manager relationships to have them be successful
- Able to identify examples of poor practice and ensure that necessary change is implemented
- An organised person, able to work independently, plan well and with strong attention to detail

## GENERAL SKILLS & ATTRIBUTES

- Able to demonstrate a strong conviction regarding the need to safeguard young people and vulnerable groups
- Able to analyse complex situations, make decisions and advise appropriately
- Self-motivated and resilient
- A proven ability to meet a variety of deadlines throughout the season
- Able to build and sustain good working relationships with others, both internally and externally



# PERSON SPECIFICATION

## IT SKILLS

The successful candidate will be able to demonstrate an acceptable level of competency in Microsoft 365 applications and be comfortable using them to support the efficiency of the organisation

- Able to work digitally, follow agreed systems and processes while maintaining accurate records
- Confident handling sensitive and confidential information
- Working knowledge of Microsoft Outlook, with the ability to manage emails, calendars, and meetings effectively
- Able to use of Microsoft Word for drafting, formatting, and maintaining professional documents, reports, and policies
- Knowledge of Microsoft Teams for collaboration, meetings, file sharing, and communication
- Understanding of working with SharePoint and OneDrive (or equivalent) for document management, version control, and collaborative working
- General understanding and use of Microsoft Excel and PowerPoint
- An understanding of using AI-enabled tools, such as Microsoft Copilot, to support productivity, improve efficiency and quality of outputs
- Awareness of good information management, data protection, and document retention practices
- Open to adopting new digital tools to improve efficiency and quality of work



# PERSON SPECIFICATION

## PERSONAL ATTRIBUTES

- Lead by example by contributing to promoting the principles of the EFL:
  - **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals
  - **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect
  - **Listening & Learning** - Communicating with trust and honesty - growing as individuals and enabling others to do so too
  - **Changing Lives** - - We support the communities and Clubs we serve



## OUR TEAM AT THE EFL

Alongside the key specifications as written down, we recruit for energy, values and commitment – to the EFL, our Clubs and Partners, and to your career.

Our recruitment process will be rigorous and demanding (but hopefully enjoyable!) and so will our roles. In return, we offer honesty, integrity, and a unique opportunity to work with some of the biggest sporting competitions, sponsorship properties and commercial partnerships in the market.

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us come from different backgrounds and have an array of qualifications, skills and experiences.

If you have any particular requirements in respect of the recruitment or interview process please mention this in your application.

## SAFEGUARDING

The EFL is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## INCLUSION

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer.

Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.





# EFL TOGETHER

## PRINCIPLES

In 2022 employees across the business came together to create the EFL Principles, developed by employees for employees.

- **Everybody working together**  
- We are one team supporting each other and collaborating on our shared goals.
- **Fairness and equality**  
- Being consistent and inclusive for everyone and showing and treating everybody with respect.
- **Listening and learning**  
- Communicating with trust and honesty, growing as individuals and enabling others to do so too.
- **Changing Lives**  
- We support the communities and Clubs we serve.

## EMPLOYEE AWARDS

We want to celebrate all the successes that we can, so we have a number of ways that we do this:

- **We celebrate loyalty** – we try and make employees feel special when they reach certain milestones.
- **We celebrate success** – through employee awards at our two-yearly social events.
- **We celebrate achievements** – like passing an exam or completing a course.
- **We celebrate how employees work together** through a colleague nominated awards programme, everyday thanks and special recognition from our Executive Leadership Team.

# EMPLOYEE BENEFITS



## PENSION SCHEME

All eligible employees are enrolled in the **10% non-contributory** pension scheme with Aviva.

You can also make your own contributions through a salary sacrifice arrangement if you wish but these will not be matched by the company.



## ELECTRIC CAR SCHEME

The EFL has engaged with Octopus to offer the opportunity to lease an electric vehicle through a salary sacrifice arrangement.



## EVERYDAY HEALTH PLAN (EHP):

All employees are automatically enrolled into our EHP (currently provided by Westfield). The plan allows you to claim back healthcare costs up to a certain amount annually for yourself and any dependents up to the age of 21. As well as this, it also offers discounts on various retail, lifestyle and leisure such as money off groceries, travel and gym memberships.

## PRIVATE MEDICAL INSURANCE (PMI):

This is an opt-in private medical insurance just for you – that the EFL will pay for (currently provided by Vitality).



## SEASON TRAVEL TICKET LOAN

An **interest free loan** for employees to cover the cost of travelling to and from the workplace via tram, rail, bus or others



## FINALS

your chance to attend our Wembley finals to watch or to help.



## LIFE ASSURANCE & INCOME PROTECTION INSURANCE

both paid for by the EFL to give you peace of mind.



## MATCHDAY TICKETS

Complimentary tickets may be requested for any league club games based on a number of criteria being met.



## SOCIAL EVENTS

the EFL hosts a summer and winter celebration party for all employees along with other local events during the year across both the Preston and London offices.



# RECRUITMENT PROCESS

## STAGE 1 Submitting your application

To apply for the role, please apply via: [87 Vacancies - EFL \(English Football League\)](#)

A short-list of candidates will then be selected for interview.

## STAGE 2 First-stage interview

You may be invited to an online discussion for both parties to find out more about each other and to test your suitability for the role, allowing you to showcase your knowledge and skills.

## STAGE 3 Second-stage interview

You may be invited to a face-to-face interview to discuss your application further.

You may be asked to conduct a task or deliver a presentation.

## STAGE 4 Job offer

Congratulations on reaching this stage!

We look forward to welcoming you to the team.



sky bet  
LEAGUE TWO  
EFL

sky bet  
CHAMPIONSHIP  
EFL

sky bet  
LEAGUE ONE  
EFL

Vertu  
TROPHY  
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Carabao  
Cup  
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[efl.com](https://www.efl.com)



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