

VACANCY APPLICATION PACK



Safeguarding Manager

Burton Albion Community Trust's Mission Statement

'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'



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The mission is underpinned by our three Strategic Aims:

- To Deliver high quality
- To Create Experiences
- To Make a Difference

We will always:

- **Be Inspiring**
 - Through a passion for Burton Albion and our local community
- **Be Engaging**
 - Through understanding our communities and delivering targeted projects and programmes
- **Be Educating**
 - Helping realise full potential in individuals and our communities

Our Impact on the Community will be through the following areas of work:

- **Health & Wellbeing**
- **School sport**
- **Education & Employability**
- **Community Engagement**
- **Burton Albion Facilities**

Our Outcomes will be to:

- Develop healthier and happier communities
- Create safer and more cohesive communities
- Empower our communities to help fulfil potential and opportunity



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JOB DESCRIPTION

Job Title: Safeguarding Manager	Salary: Negotiable depending on experience
Contracted Hours: 37.5 hours, however part time hours would be considered for the right person	Contract Type: Permanent
<p>Burton Albion has a long history of being a community focused club, since it's humble beginnings in 2010 Burton Albion Community Trust has always been about making a difference. The heartbeat of this difference are the people who bring our projects, programmes and activities to life. Our people are our strength, they are engaging, they act with empathy and kindness, they are proud of the work they do and work hard to inspire each other and those we work with, our people are willing to learn and have desire to be educating.</p> <p>If you think you have what it takes to be Engaging, Inspiring and Educating we can't wait to read your application.</p> <p><u>Role Purpose</u></p> <p>Burton Albion Community Trust (BACT) is the independent charitable arm of Burton Albion FC and is looking to recruit a Safeguarding Manager to be responsible for leading safeguarding across Burton Albion Community Trust, Burton Albion FC, and Burton Albion Academy. The Safeguarding Manager will fulfil the role of Designated Safeguarding Lead (DSL) at Burton Albion, acting as a source of support, training, advice and expertise for safeguarding for all.</p> <p>This position requires flexibility as the role may require occasional evening and weekend work.</p> <p><u>Roles and Responsibilities</u></p> <p>The roles and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Act as the Designated Safeguarding Lead for the organisation, and support staff in following all safeguarding policies and procedures and statutory requirements. • Coordinate the Deputy DSL and Safeguarding Officers to ensure safeguarding concerns are responded to promptly and appropriately. • Management of Safeguarding, Welfare and Player Care within the Academy including working with Player Care Representative, Designated Safeguarding Officers, Club Chaplain and Academy Manager • Management alongside Academy Manager of Academy Standards and Compliance Audits relating to Safeguarding through external auditors; Barnados and the PGAAC (Professional Game Academy Audit Company) • Ensure that accurate, confidential, and up to date records of all safeguarding concerns and incidents are maintained using MyConcern. 	



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- To develop and review relevant policies and procedures to safeguard children and adults at risk in the organisation.
- Case management and critical decision making of referrals to children's services, adult services, the LADO, the Police, DBS, EFLT, EFL and FA.
- Lead and advise staff around supporting and managing all participants welfare, pastoral care and family related concerns.
- Responsible for looked after and previously looked after children and to work with relevant agencies to provide the most appropriate support to ensure needs are met.
- Work with the Senior Safeguarding Manager and Trustee / Board member responsible for safeguarding to produce an annual safeguarding action plan to address key safeguarding concerns that have arisen, issues flagged following post-incident reviews and audits, emerging safeguarding issues and training needs as a minimum.
- Oversee the Player Care process and deputise in the absence of the Player Care Officer.
- To contribute to keeping children and adults at risk safe by ensuring safeguarding concerns about a child or adult and risk are recognised and reported in line with policy and procedure and that the electronic MyConcern safeguarding system is kept up-to-date.

What working for Burton Albion Community Trust can offer you:

- Competitive Salary
- 25 days Annual Leave and your birthday off!
- Excellent Training Opportunities
- Flexible Working
- Optional Full Uniform
- Onsite Parking
- Company Discounts
- BAFC Staff Discounts

General

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.



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All employees may be required to undertake any other duties as may be reasonably requested.

Equality Statement

Burton Albion Community Trust are committed to ensuring that equality 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 Trust. 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 Trust that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook.

Safeguarding Statement

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the utmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Commitment

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear policies which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.



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PERSON SPECIFICATION			Evidence to be provided Application/Interview/Certificates (A/I/C)
Education / Qualifications	Essential	Desirable	
Designated Safeguarding Lead Level 4 or equivalent	X		A/C
Experience	Essential	Desirable	
Minimum of 2 years' experience working in a similar role	X		A
Working with and influencing partner agencies to get good outcomes for all	X		A/I
Effective communication across all levels of an organisation	X		A/I
Designing and delivering training for staff and volunteers		X	A/I
Knowledge and Understanding	Essential	Desirable	
Making decisions based on risk	X		I
Staffordshire Safeguarding Board and local safeguarding practices		X	I
A good understanding of current safeguarding policies and practice	X		A/I
Third sector and community-based organisations		X	A/I
Safeguarding within football and/or sport		X	A/I
Disposition & Attributes	Essential	Desirable	
Be passionate about making a difference to lives of all	X		A/I
Committed to the safeguarding of children and adults at risk	X		A/I
Ability work as part of a team	X		A/I
Determined to effect change for individuals and families	X		A/I
Ability to show empathy in all situations	X		A/I
Full UK driving licence and use of a vehicle with appropriate Business Insurance	X		A
Equality & Inclusivity	Essential	Desirable	
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	x		I



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APPLICATIONS

Application forms are available from <http://burtonalbioncommunitytrust.co.uk/job-vacancies/>

To apply for this role, please send a completed application form to:
bactvacancies@burtonalbionct.org

Or via post to:

Vacancies

Burton Albion Community Trust

Pirelli Stadium

Princess Way

Burton on Trent

Staffs DE13 0AR

For further information regarding the role please email: louise.allman@burtonalbionct.org

Closing date for applications: Sunday 8th May 2022

Interviews: Monday 16th May 2022 and Tuesday 17th May 2022



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