

The Albion Foundation

Designated Safeguarding Lead - Job Description



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Job Title:	Designated Safeguarding Lead
Reports to:	Head of Safeguarding (Head of Disability) & Head of Operations
Contract Term:	(Full time, 37.5 hours) 12 months fixed term, will become permanent following acceptable performance review, you may be required to occasionally work outside of normal office hours, at evenings and weekends
Salary Band:	Salary Band 4/5 (Dependant on experience)
Salary:	£24,000 - £29,999 (Dependant on experience)
Job Purpose	
<p>The Designated Safeguarding Lead (DSL) will be the senior point of contact for all Albion Foundation (TAF) safeguarding matters and will liaise with TAF's Head of Safeguarding and TAF's Trustee with responsibility for Safeguarding.</p> <p>The DSL will oversee Safe Event Management, ensure GDPR compliance and coordinate and support all operational volunteers.</p> <p>The DSL will support staff and implement a programme to support and enhance their well-being.</p>	
Key Responsibilities	
<p>The Designated Safeguarding Lead (DSL) will:</p> <ul style="list-style-type: none"> • Be the first point of contact for staff, volunteers, parents, children and adults at risk where concerns about children's welfare, poor practice or abuse are identified • Record and refer to the Head of Safeguarding all incidents, concerns, allegations and evidence of poor practice • Be the key contact for TAF's Trustee with responsibility for Safeguarding and ensure they are kept informed of all relevant matters prior to each scheduled Board meeting • Keep Head of Safeguarding informed about the work of TAF to enable safeguarding guidance and support to be provided at the earliest opportunity and to ensure safeguarding arrangements in SLAs are adequate • Support with participant welfare issues and record actions taken • Act as DBS verifier for TAF staff and volunteers • Maintain the safeguarding training records for TAF staff and volunteers • Day to day support for staff on safeguarding matters including monitoring and quality assurance of TAF delivery • Support staff with safeguarding risk assessments and approve safeguarding arrangements for activities • Provide schools or other partner organisations safeguarding leads with DBS information for staff in line with SLA's • Lead for TAF's Safeguarding Team and work closely with WBA FC's Head of Safeguarding and their safeguarding team 	

- Working in partnership with Safeguarding networks within our communities
- Develop a culture of learning and support including an annual safeguarding CPD programme
- Be part of the wider Business Operations Team and support their function when required

To oversee:

- Compliance with GDPR legislation including enhancing staff and volunteer understanding
- Implementation of Safe Management of activities (including observations, support and development) and confidently approve and monitor off site activity
- Develop staff / volunteer support and well-being programme following consultation

General Responsibilities

- To ensure all aspects of The Albion Foundation are professional, organised and effective
- To adhere to all relevant safeguarding policies and procedures and report any concerns
- Compliance with TAF policies and overseeing policy implementation and review
- Compliance with data protection, safeguarding and health and safety guidelines
- To undertake such other duties as may be reasonably expected
- To demonstrate all Albion Foundation 'Core Values and instil in others

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Designated Safeguarding Lead - Person Specification



Education/Qualifications	Essential	Desirable	Measured
Level 3 Multi-Agency Working Together	✓		Application
Educated to Degree level		✓	Application
Knowledge and Experience			
A minimum of 2 years' experience in a comparable role	✓		Application/Interview
Knowledge of and experience within a football club's (or similar) charitable programmes or school environment		✓	Application/Interview
Experience of developing and supporting a diverse team	✓		Application/Interview
Experience of developing relationships with a wide range of internal and external partners at all levels.	✓		Application/Interview
Skills and abilities			
Ability to work on own initiative	✓		Interview
Excellent communicator at a variety of levels	✓		Interview
Excellent organisational and planning skills	✓		Interview
Absolute attention to detail	✓		Interview
Committed, self-motivated and driven.	✓		Interview
Strong commitment to professionalism and customer service.	✓		Interview
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	✓		Interview
Equality & Diversity			
Must be able to recognise discrimination in its many forms and adhere to TAF's Equality policies.	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview

Other			
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	✓		Pre-employment checks
Driving license & access to a vehicle		✓	Application
Strive to achieve and work towards The Albion Foundation's vision, strategy and core values.	✓		