



Job Description

Our Charity

We are an independent, regional sports development charity supporting the people of Nottinghamshire. We use the power of sports and Notts County Football Club to engage and empower local communities and the individuals they serve. Registered charity number 1091927.

Job Title:	Safeguarding Consultant
Responsible to:	Head of Programmes
Responsible for:	N/a
Location:	Meadow Lane and The Portland Centre
Document Created (month & Year)	April 2021

Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

Overview of the role

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of professional football and sport to engage with the local community.

As the Safeguarding Consultant, you will support our Head of Programmes and HR lead in delivering high standards of safeguarding for employees and participants on projects.



Key Accountabilities & Responsibilities:

- Development, implementation and embedding of safeguarding policies and procedures, specific to each department / project, ensuring they meet statutory requirements, and are aligned with current best practice
- Development of safeguarding training induction package
- Upskilling of the existing workforce
- Embedding a culture whereby safeguarding is a shared responsibility across all areas of the organisation
- Reviewing and developing quality assurance measures to ensure that standards of safeguarding are maintained across all activities delivered both centrally and through partnership work
- Effectively liaising with the internal safeguarding team
- Designing and implementing bespoke safeguarding handbooks across each department / project

Human Resources Key Tasks

- Being a participating member of Notts County Foundation and The Portland Centre wider team
- Working with the HR and Office Manager to ensure correct recruitment procedures are followed in line with the Safer recruitment policy.
- Working with the Senior Administrator on all areas of employee relations including, but not limited to, performance management, absence management, policy, procedure, T's and C's, disciplinary and grievances issues, conduct, capability, and employment legislation
- Line management of staff including Appraisals, reviews and training needs analysis

Safeguarding Key Tasks

Notts County Foundation (NCF) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of Notts County Foundation must ensure that:

- They recognise the position of trust they have by working for Notts County Foundation
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate

Health & Safety Key Tasks

- To comply with requirements of the Health & Safety at Work Act 1974 and all supplementary legislation
- To ensure all health and safety checks are completed on a daily/weekly/monthly basis where necessary and complete and actions any health and safety concerns
- Ensure the safe and effective use of instruction and advice is offered to service users by monitoring the quality of content and delivery



Training Key Tasks

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times
- To undertake any other duties that may be required as deemed appropriate

Our package includes

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> Have a professional qualification in safeguarding, and /or equivalent experience 	
Experience / Knowledge	<ul style="list-style-type: none"> Have a wealth of experience working in a senior capacity in the safeguarding sector Be experienced in implementing effective safeguarding practices in diverse and complex environments Demonstrate a working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice Have an understanding of the community and a passion for making a difference. Have a proven track record of embedding and developing safeguarding policies and procedures Have an excellent working knowledge of Child Protection and Safeguarding both children and adults at risk 	<ul style="list-style-type: none"> Proven track record of effectively managing staff and teams.
Personal Qualities/Attributes	<ul style="list-style-type: none"> High level of self-drive and an ability to motivate others Strong written and verbal communication skills. Strong organisation skills and able to prioritise, multi-task and manage own workload. 	
Special Conditions	<ul style="list-style-type: none"> Has access to own car Willingness to travel for business reasons Work outside normal office hours, including weekends, when required 	