



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Designated Safeguarding Officer

£27,000 to £30,000 per annum

Permanent

37.5 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

WHO WE ARE

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles. We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

OUR VALUES

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

WHAT WE DO

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults. We strive to work ethically and transparently in everything we do.

OUR MISSION

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



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Position:	Designated Safeguarding Officer
Location:	Trustwide (Plymouth and Cornwall)
Offices:	Home Park, Outland Road , Plymouth PL2 3DQ or Carn Brea Leisure Centre, Station Rd, Redruth TR15 3QS Opportunity for some hybrid working
Salary:	£27,000 to £30,000 per annum
Contract:	Permanent
Hours:	37.5 hours per week
Reports to:	Head of Human Resources

The successful candidate for this post will champion safeguarding at Argyle Community Trust by modelling best practice and proactively promoting and raising safeguarding awareness. ACT's Board of Trustees has a strong commitment to safer working practices meaning that the Designated Safeguarding Officer (DSO) will be highly valued and supported by an informed and engaged leadership team.

The role of Designated Safeguarding Officer is to be the nominated person within ACT with primary responsibility for promoting and upholding our safeguarding strategy and ethos - supporting children and vulnerable adults who participate in our programmes and activities. Supported by the Senior Safeguarding Manager (SSM), the post holder will work alongside the Leadership Team to ensure full compliance and adherence to ACT and FA safeguarding strategy. This is a full time post and cannot be fulfilled in conjunction with another role.

The primary purpose of the role will be to implement ACT and FA policy as well as DfE guidance for all Argyle Community Trust activities, ensuring that there is a Trust-wide awareness of procedures, responsibilities and practices designed to keep participants safe from harm. As such, the DSO will manage, record and report concerns about children and liaise with all relevant stakeholders including Local Authority Services, Local and National FA contacts, external support agencies and schools. ACT also provides a range of provisions for adult participants and therefore the post holder will take responsibility for managing safeguarding concerns related to adults at risk and individuals over 18 who are considered to be vulnerable.

Having received a grading of 'Exemplary' in our recent safeguarding audit, ACT has a sound foundation and a clear safeguarding action plan that will give the post holder an opportunity to focus upon the more proactive aspects of safeguarding such as educating and empowering individuals. Consulting through focus groups and the creation of support materials, self-help strategies and awareness-raising sessions will also form a part of this role.

HOW TO APPLY

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>.

You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk.

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>.

Closing date for applications - Friday, 15 March 2024, 5pm

JOB DESCRIPTION

Primary Objectives of the Role

- Work with the Senior Safeguarding Manager and Leadership Team to raise safeguarding awareness and implement the Argyle Community Trust's safeguarding strategy, policy and procedures.
- Ensure that all safeguarding concerns are reported, recorded and acted upon appropriately and that children and vulnerable adults are safe and protected from harm through liaison or signposting to external agencies.
- Foster productive working relationships with Local Authority and FA safeguarding teams, creating positive partnerships with schools and other stakeholders as an active member of local safeguarding networks.
- Identify opportunities to develop and improve ACT safeguarding practice educating and empowering participants, consulting with stakeholders and through the professional development of staff.

Manage and Deliver

- Maintain a high profile as the recognised point of contact for Trust Safeguarding and take the lead on behalf of the Trust in respect of any disclosures or investigations in relation to children or adults at risk.
- Oversee the operation of ACT safeguarding reporting platform ensuring that all staff and volunteers have access to report concerns and that concerns are recorded and addressed appropriately.
- Proactively identify and focus on the high-risk areas of the Trust's provision, e.g. PL Kicks Programme to ensure that delivery staff are equipped to put safeguarding at the forefront of their practise.
- Provide safeguarding training for staff and volunteers and support Trust wide CPD events.
- Take an active role in protecting participants through education, empowerment and consultation, promoting and managing specific campaigns as appropriate.
- Provide support and information to parents and carers ensuring that ACT fulfils DfE and KCSIE guidance.

Development and Partnerships

- Complete ACT's annual safeguarding review, creating and addressing actions in order to improve the way in which the Trust supports children and vulnerable adults.
- Work in collaboration with the Senior Safeguarding Manager and Head of Human Resources to review and update the Trust Safeguarding policies.
- Work closely with the Plymouth Argyle Football Club's Designated Safeguarding officer and ACT Senior Safeguarding Manager and Lead Trustee for safeguarding.



- Foster productive working relationships with Local Authority safeguarding teams, regional and National FA safeguarding teams and become an active member of local Prevent and other safeguarding networks.
- Support and advise ACT managers and staff regarding safeguarding matters providing signposting to information and support where appropriate.

Accountabilities

- Work with the Head of Human Resources to oversee safer recruitment procedures, ensuring all relevant staff/ volunteers have the appropriate levels of DBS checks, safeguarding inductions and regular workshops and updates.
- Maintain accurate records and update the Senior Safeguarding Manager managing safeguarding referrals efficiently in line with statutory and football authority requirements.
- Record and store sensitive data in line with the ACT's GDPR and information sharing policies.
- Ensure that safeguarding requirements are addressed during groundfloor planning meetings and that planned trips and visits comply with ACT Trips and Visits Policy and procedures.
- Provide bi-monthly summative reports to the

Quality and Impact

- Ensure all activities are delivered to the standards outlined in the Trust's, Safeguarding, Health and Safety and Equal Opportunities Policy handbooks.
- Support safeguarding audit processes including annual safeguarding review, Ofsted inspections, Barnardo's review and EFLT Capability Code of Practice.
- Advise staff with regard to social media and images ensuring that best practice is followed by all photographers involved in child specific photography.
- Monitor and review safeguarding concerns updating and influencing practice through lessons learnt.
- Support the implementation of quality assurance measures to ensure that standards of safeguarding are maintained across all activities delivered.
- Commit to a programme of continuing personal development (CPD) ensuring up to date knowledge of best practice and safeguarding legislation by attending regular safeguarding meetings, workshops and training.



PERSON SPECIFICATION

Qualifications and Experience

Formal Safeguarding training and/or Safeguarding qualification at Level 3	E
Experience in dealing with challenging, safeguarding situations in a sensitive manner	E
Experience in communicating with parents and external agencies sensitively and professionally	E
Safeguarding case management experience and understanding of roles and responsibilities	E
Experience in creating and delivering safeguarding training	D
Evidence working at a strategic safeguarding level with key stakeholders	D
Experience of using safeguarding reporting platforms (MyConcern, CPOMs etc)	D
Experience of working in community, education or sports sector	E

Knowledge And Understanding

Evidence of person-centred approach and an understanding of the rights, needs and best interests of children and adults at risk	E
Understanding of how to manage welfare concerns raised by adults and young people	E
Understanding of safeguarding processes and how to raise concerns with external agencies	E
Understanding of compliance-based practice such as FA Safeguarding Strategy, DfE Guidance, Capability Code of Practice, Ofsted.	E
Up to date knowledge of safeguarding best practice, research and legislation	E

Management Skills and Attributes

Excellent listener with the ability to understand the needs of external stakeholders and identify mutually beneficial partnership opportunities	
Excellent organisational and project management skills with the ability to problem-solve	
Excellent communication and interpersonal skills including negotiation and persuasive skills	
Excellent attention to detail and risk management	
Ability to create a strong team culture and also to be able to work independently	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	

Staff Skills and Attributes






Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, always representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	
Respond positively to feedback and strive for high standards and excellence	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
CEO / Senior Safeguarding Manager	EFLT Safeguarding and Incident Manager
Leadership team	DSO Plymouth Argyle Football Club
Head of HR	FA Safeguarding Team
Health and Safety Manager	Local Authority Designated Officer
Head of Participation	DSO Devon FA / DSO Cornwall FA



BENEFITS - WHY WORK FOR US?

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives and progression based on key performance indicators, appraisals and added value to the Trust.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days
-  Private healthcare after two years of service, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

-  Work mobile phone with some allowance for personal usage
-  Use of company vehicle for work purposes only
-  Car allowance



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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Scan to view our 2022/23
Impact Report



Company Number 06797988
Registered Charity Number 1128906
VAT number 406591203



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