



Job Description

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| Job title: | Academy Designated Safeguarding Officer |
| Employer: | Cardiff City Football Club |
| Location: | Cardiff City Academy, Cardiff City Stadium |
| Contract: | Full time. Permanent |
| Salary: | Competitive and dependant on experience <ul style="list-style-type: none"> • Auto-enrolment into the Club's pension scheme (depending on eligibility) • Club discounts and offers • 20 days annual leave entitlement per annum |
| Hours of Work: | 37.5 hours per week on a flexible basis to include evening and weekend working. This may require overseas travel. |
| Department: | Safeguarding |
| Reporting to: | Club Head of Safeguarding and, when necessary, the Academy Manager |

Job purpose

The Club is seeking an exceptional individual to take up this challenging role. This is a key appointment for the Club, and we are therefore seeking a qualified and experienced person, who displays outstanding communication and organisational skills alongside attention to detail and the flexibility and resilience to manage diverse and conflicting demands.

The person will be responsible for ensuring that safeguarding is truly embedded within the Club, specifically the Academy and creating a culture where everyone feels valued, safe, and supported.

Main duties and Key Tasks

- Work closely with the Head of Safeguarding to ensure the Club's compliance with statutory obligations under the relevant legislation and the adherence to the rules and regulations surrounding safeguarding as laid down by the relevant governing bodies under which the Club is bound.
- Continuously work to maintain, embed, and improve the Club's safeguarding provision across the Academy whilst ensuring the highest standards for safeguarding vulnerable groups, policies, practices and good practice guidelines
- Support staff to respond appropriately to concerns about the welfare or safety of vulnerable groups
- Work closely with the Academy Player Care Manager to ensure host families are all risk assessed in line with statutory regulations and following best practice in their delivery of the service.
- Conduct risk assessments for all extra-curricular activities including trips, tours, and tournaments.
- Facilitate parent workshops providing education and resources for key safeguarding matters.
- Work closely with the Head of Safeguarding and the Academy Manager to actively promote and implement the Clubs Safeguarding policies within the Academy.

- Utilise the My Concern online platform and case manage each appropriate report.
- Produce a monthly report to the Head of Safeguarding regarding all Academy safeguarding concerns and actions.
- Be a visible, accessible, and approachable safeguarding presence for the Club's parents and players across the Academy training schedule and games programme.
- To be responsible for staff compliance to the Safer Recruitment Policy and the requirements of the Workforce Development Plan. This includes the verification of applications to the Disclosure and Barring Service.
- To attend all Multi-Disciplinary Team meetings
- To attend Safeguarding Team meetings as designated by the Head of Safeguarding
- To help with gathering evidence to support internal and external audits and striving to align delivery against the English Football League's Safeguarding Standards.
- To assist in the monitoring, compliance, and training for the safeguarding provisions of the Emerging Talent Centres.
- To ensure all Academy transport arrangements are managed safely by ensuring all safeguarding principles are considered.
- To deputise for the Head of Safeguarding as Designated Safeguarding Lead for all Cardiff City Stadium events and matches.

Equality Statement

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

Person Specification

| | Essential | Desirable |
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| Qualifications | <p>Certified Safeguarding Qualification</p> <p>Emergency First Aid</p> <p>Valid and in date passport to be able to travel as necessary</p> <p>UK driving licence and use of own vehicle.</p> <p>Note: At the stage where an offer of employment is made,</p> | <p>Educated to degree level in a relevant field (e.g. wellbeing, psychology, social sciences).</p> <p>Mental Health First Aid</p> <p>Equality, Diversity and Inclusion training</p> <p>FA Safeguarding Children Course certificate or equivalent and working knowledge of processes</p> |

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| | <p>an Enhanced Level Disclosure and Barring Service check will be conducted including a check against the child barring list, as per the Club's Safer Recruitment Policy.</p> | |
| Experience | <p>Experience working with young people of varying backgrounds and cultures</p> <p>Experience in managing safeguarding concerns and keeping clear and comprehensive records of incidents, allegations, details of progress and investigative outcomes,</p> <p>Experience in developing and implementing programmes, initiatives, and interventions.</p> | <p>Experience working within a football Academy environment</p> <p>Experience of delivering content to groups of varying sizes in varying styles.</p> |
| Knowledge | <p>Ability to deliver CPD training course to all Academy stakeholders.</p> <p>Knowledge of safeguarding and welfare</p> | <p>An understanding of Premier League/EFL rules and Elite Player Performance Plan</p> <p>Understanding and experience of using an online safeguarding platform and ability to train others as necessary</p> |
| Skills | <p>Adaptability to be effective in a dynamic, fast-paced Environment</p> <p>Strong communication skills in a variety of settings</p> <p>Ability to work as part of a broader multidisciplinary team</p> <p>Competent IT skills e.g. Microsoft Office</p> <p>Ability to maintain absolute confidentiality</p> <p>Excellent presentation skills to groups of varying sizes and ages.</p> | <p>Self-awareness and reflective skills as part of a professional development process</p> <p>Open-minded approach to adopting best-practice and current research-backed principles</p> |

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| Attitude | Passionate and hard working Self-motivated within a team and capable of motivating those around them Approachable and trustworthy manner | |
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| Behavioural Competencies |
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| <ul style="list-style-type: none"> - Communication: Able to communicate to the highest level, listens, interprets and conveys information in a clear and accurate manner, provides timely delivery of information and selects the most appropriate method of communication. - Teamwork: Works within a multi-disciplinary team environment, co-operates with others, considers the needs of others and helps others to achieve objectives. - Taking ownership: Ability to work autonomously on own initiative, pro-active in managing one's own time, building an understanding of the internal and external environment in order to deliver work in a highly effective and professional manner. - Relationship Management: Is able to use a range of appropriate techniques to build strong relationships with players, parents and stakeholders. |

Closing Date: 5:30pm on Monday 30th June 2025