



Job Description & Person Specification

Position Details

Position:

Safeguarding and Player Care Assistant

Department:

Crewe Alexandra Football Academy

Reporting To:

Designated Safeguarding Officer (DSO) and Player Care Manager / Academy Manager (as required)

Overall Objective:

The purpose of the Safeguarding and Player Care Assistant role is to assist the Designated Safeguarding Officer (DSO) and Player Care Manager in dealing with any safeguarding concerns within the Academy, to assist with player's journeys through the Academy and help to ensure that all players and staff are safe and well in the environment. The Safeguarding and Player Care Assistant will also contribute towards the overall objectives of the Academy Performance Plan, which includes complying with Safeguarding and Player Care Standards and audits.

Job Description

Main Duties:

1) Safeguarding

- 1.1. Provide assistant with any safeguarding concerns and investigations within the Academy.
- 1.2. Ensure that all Safeguarding Standards, as defined by the EFL, Premier League and audited, are met or exceeded.
- 1.3. Support Crewe Alexandra FC employees and contractors in ongoing management of concerns, including the reporting of such concerns, using the appropriate channels and adhering the Club's relevant policies at all times.
- 1.4. Attend the Safeguarding Steering Group.
- 1.5. Maintain the Single Central Record.
- 1.6. Ensure that staff complete the Self-Declaration Form and Code of Conduct on an annual basis.
- 1.7. Adhere to Safer Recruitment practices, including DBS applications, FA Safeguarding Certificates and References for staff.
- 1.8. Assist with DBS Risk Assessment Interviews, where necessary
- 1.9. Observe practice of colleagues when engaging with children, young people and vulnerable groups and act and record this appropriately, reporting any poor practices, abuse or reasons for concern with the relevant agencies.
- 1.10. Undertake Risk Assessments and maintain the Risk Register.
- 1.11. Report all Safeguarding concerns using the Club's reporting system.
- 1.12. Maintain working relationships with relevant agencies, such as Cheshire Police, Cheshire East Social Care, LADO, EFL and FA.
- 1.13. Attend training, meetings, networking events and CPD, as required.
- 1.14. Assist with the Safeguarding training programme to Academy Players, Parents and Staff.

2) Player Care

- 2.1. Assist with the Player Care provision at the Academy, ensuring that all Player Care Standards, as defined by the EFL, Premier League and audited, are met or exceeded.
- 2.2. Provide support and guidance to Academy Players in relation to their mental health and emotional wellbeing.
- 2.3. Assist with the operational delivery of the Mental Health and Emotional Wellbeing Policy and Action Plan.

2.4. Assist with the delivery of the Academy's Life Skills Programme to Academy Players, Parents and Staff.

2.5. Maintain working relationships with external partners, such as EFL, Premier League, FA, LFE and local organisations.

2.6. Assist with the Inductions, Exits and Transitions of players, in adherence to the strategy.

2.7. Assist with any functions which capture Parent and Player voice in the Academy.

2.8. Provide guidance, support and training, where applicable to the multi-disciplinary team within the Academy.

2.9. Attend regular training, networking events and CPD to maintain knowledge and understanding of current issues and themes within Player Care.

2.10. Being present around the academy, including evenings and weekends, to represent Player Care and develop relationships with players and parents.

2.11. Attend meetings to represent Player Care and advocate on behalf of players and parents.

3) Compliance

3.1. Ensure the compliance of one's self and others, by conducting themselves in a manner that adheres to, complies with and supports the Club's policies and procedures, the EFL and Premier League Standards and the FA Guidelines. Representing the Club positively at all times.

3.2. To ensure that all concerns are acted upon in a timely manner and dealt with appropriately, seeking advice and guidance, where required, through internal colleagues and external agencies.

3.3. Ensure that the use of any company vehicles and equipment is done so in accordance with the Club's and Legal Requirements.

3.4. All personal data collected is stored, disposed of and dealt with confidentially, in accordance with General Data Practice Regulation (GDPR)

3.5. Adhere to any other reasonable requests that meet the needs of the Club.

4) Equality

4.1. Conduct self in a manner that supports and adheres to the Club's commitment to the Equality of Opportunity, Diversity and Inclusion.

4.2. Maintain and uphold Equality throughout the organisation, providing advice and guidance on Safer Recruitment and adhering to the Equality Act and Employment Law.

Person Specification

Essential

- Knowledge of Safeguarding and child protection issues, including up to date understanding of legislation, policies and procedures relating to children, young adults and vulnerable people.
- Previous experience within a relevant role, working with children, young people and families, e.g. Education, Mental Health, Pastoral or Social Care.
- Good communication and interpersonal skills
- Ability to communicate effectively with colleagues, players, parents, external agencies and stakeholders.
- A good standard of organisational and administrative skills
- Ability to show empathy towards players, parents and staff in challenging situations.

Desirable

- Experience of working with elite young athletes.
- Degree in relevant subject that would complement the role (e.g. Social Work, Psychology)
- Experience of working with sensitive and confidential information.

Academy Values

- Honesty (having unquestionable morals based on fairness)
- Integrity (steadfastly adhering to the high moral principles put in place by the football clubs' senior members of staff)
- Industry (working above and beyond)
- Innovation (creative thinking in order to drive the club forward)
- Fair Play & Sportsmanship (conduct befitting a Crewe Alexandra player and staff member including respect and graciousness in defeat)

Role Requirements

- To be able to work flexible hours which could include weekends, evening and Public Holidays
- To comply and promote the Club's policies and procedures to include Safeguarding, Equality & Diversity and GDPR compliance
- To undertake required training including mandatory Equality and Diversity and FA Safeguarding
- This role is subject to completed FA Enhanced DBS check

This Job Description may be changed and/or amended at the discretion of the Club

Crewe Alexandra 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.

Salary is dependent on experience and will be discussed with shortlisted candidates. **Deadline for applications is Monday 15th April, 2024 . Applicants must complete and return the attached application form. Please return to Academy Manager, Aidan Callan via email acallan@crewealex.net** Due to expected high volume of applicants, please assume that your application has been unsuccessful if you have no contact from the club 1 weeks post application deadline.



Application Form

Please complete all sections of this application form and return to acallan@crewealex.net on or prior to the closing date. NB: Only completed applications will be shortlisted with any incomplete applications received returned to the individual for completion. Successful applicants will be subject to the Disclosure & Barring Service (DBS)

Section 1 – Personal details

Title:		Last name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Are you eligible to work in the UK?	Yes	No	

Section 2 – Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes	No	
Have you any prosecutions pending?	Yes	No	
If yes, please give details/dates of offences(s) and sentence:			



Section 3 – BAME Declaration

The EFL has introduced positive action measures aimed at tackling the under-representation of coaches and managers from Black, Asian and Minority Ethnic (BAME) backgrounds. New regulations require clubs to shortlist at least one suitably qualified BAME candidate (where an application has been received) for all roles in Academy football that require a UEFA A or UEFA B Licence:

Do you consider your ethnicity to fall within one of the following definitions?

- **Black**
- **Asian**
- **Other Minority Ethnic** (i.e. from any other ethnic group that is not 'White British').

Yes

No

Section 4 – Education and Training

Dates Attended	Name of School/Provider	Examinations/Training Undertaken Qualifications Obtained



Section 5 – Employment Record

Please list chronologically, starting with current or last employer:

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving



Section 6 – Personal Statement

Please tell us, in under 500 words, why you're interested in this position and what knowledge, skills and attributes you'd bring to the job:



Section 7 – References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. Both references will be contacted and asked to provide a reference in writing if you are being considered for the position.)

Reference 1			Reference 2		
Name:			Name:		
Their Position (job title):			Their Position (job title):		
Work Relationship:			Their Position (job title):		
Organisation:			Organisation:		
Dates Employed:	From:	To:	Dates Employed:	From:	To:
Address:			Address:		
Postcode:			Postcode:		
Telephone No:			Telephone No:		
E-mail:			E-mail:		



Section 8 – Declaration

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:

Date:

Crewe Alexandra undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.