



Oxford United Vacancy

Job Title: Designated Safeguarding Lead
Department: Safeguarding
Reports To: Senior Safeguarding Manager
Location: Oxford United Training Ground, OX33 1RT
Hours: 37.5 hours per week
Closing Date: Friday 6 December 2024
Salary: Competitive
Contract: Full Time – Permanent

Role Overview:

Oxford United Football Club are looking to appoint a Designated Safeguarding Lead who has primary responsibility for embedding a safeguarding culture throughout the organisation, using their influence to create a safe and positive environment for children and young people at Oxford United Football Club.

- To ensure that the organisation fulfils all its statutory duties with regards to the Safeguarding of Children and Vulnerable Adults.
- To oversee Safeguarding responsibilities within the club specifically being the safeguarding lead for OUFC Academy, Oxford United in the Community and safeguarding lead for the Women's team and girl's pathway programme.

Main Responsibilities (including but not limited to):

- Play a lead role in developing and establishing the organisation's approach to safeguarding children, young people and adults at risk.
- To have designated line management responsibilities for welfare officers with OUFC Academy, Oxford United in the Community and OUWFC team and girl's pathway programme.
- To be named designated person for child protection (DSL).
- To develop, implement and review safeguarding policies and processes to ensure they meet legislation, guidance and are relevant.
- Co-ordinate the safeguarding policies and procedures and awareness throughout the organisation.
- Ensure Safer Recruitment Policies are up to date and followed during recruitment.
- To work in accordance with the English Football League (EFL) and/or The FA Safeguarding standards, rules and audited practices.
- Record, manage and investigate all reported safeguarding concerns, managing the caseload appropriately.
- Oversee the DBS checks, barring referrals, risk assessments and the Single Centre Record (SCR) and ensure all staff, volunteers and accommodation providers/host families working with children/young persons (appropriate to

OXFORD UNITED FOOTBALL CLUB

Grenoble Road, Oxford, OX4 4XP

t: 01865 337500 | e: reply@oufc.co.uk | w: oufc.co.uk

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their role) have an enhanced DBS clearance for work in football. Renewed every 3 years in line with FA and EFL guidance.

- To work in partnership with all appropriate external bodies including the Local Authority to develop and maintain outstanding practice.
- To maintain and update where appropriate the relevant safeguarding documentation.
- To manage the host family's partnership.
- To attend regular EFL update meetings.
- Keep up to date with WNL Minimum Standards and ensure the Women's & Girls Safeguarding Officers remain compliant with league requirements
- To ensure the safeguarding policies and procedures of the Oxford United in the Community charity are closely aligned with those of Oxford United and ensure a collaborative and cohesive approach to safeguarding across the organisations
- To ensure that systems across the organisations are aligned and that there is consistent staff training across both organisations.
- To provide ongoing support to the OUitC Charity to fulfil and exceed its safeguarding commitments outlined in the Premier League Charitable Fund and EFL in the Community governing document the Capability Code of Practice.

Role Requirements:

- Experience of working in safeguarding and/or a child or adult protection related role.
- Experience of implementing policy and procedures
- An understanding of Child Protection requirements
- Awareness of contextual safeguarding

Skills and Qualifications:

- FA Safeguarding Certificate or Equivalent
- FA Emergency Aid or equivalent
- Safer recruitment trained or willingness to undertake training.
- Ability to be calm in a challenging environment.
- Effective mediation, communication and listening skills.

Code of Conduct

Oxford United Football Club expects the highest standards of integrity and conduct in all matters concerning the Club and its employees. The Code of Conduct makes clear the standards of conduct expected from its employees and explains the responsibilities of the Club, as the employer. All employees are expected to always act wholeheartedly in the interests of the Club. Any conduct detrimental to its interests or its relations with its customers, suppliers, the public or damaging to its public image shall be a breach of Club rules and policies. Discriminatory, offensive, and violent behaviour are unacceptable, and any complaints or concerns will be dealt with and acted upon.

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Safeguarding and Welfare Statement

The Club is committed to the safeguarding and welfare of all children, young people, and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work always remain safe. This includes ensuring 'best practices' are always adopted, and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

Equality, Diversity & Inclusion Statement

The Club is committed to equality, diversity, and inclusion, and believes in equal opportunities for all. We expect all staff, volunteers, and others associated with the Club. Share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation, or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at [equality-and-diversity-at-oufc.pdf](#).

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