



RECRUITMENT PACK FOR THE ROLE OF ***WOMEN'S TEAM SAFEGUARDING OFFICER***

CONTRACT TYPE: PERMANENT
HOURS PER WEEK: 37.5 HOURS
LOCATION: TRAINING GROUND, AND OTHER
LOCATIONS



WOMEN'S TEAM SAFEGUARDING OFFICER **RECRUITMENT PACK**

Ipswich Town Women's Football Club are seeking a new safeguarding officer to join our growing team of support staff. The Designated Safeguarding Officer (DSO) will support the Head of Safeguarding in delivering a safe, positive and inclusive environment across all areas of the Club, with a particular focus on the Women's First Team, Under 21's, Elite Girls Academy (EGA) and wider community activities.

The postholder will be responsible for the day-to-day management of safeguarding matters, ensuring compliance with Football Association (FA), Women's Super League (WSL), Elite Girls Academy (EGA), statutory and Club safeguarding standards. The DSO will act as a key point of contact for safeguarding concerns and support the effective implementation of the Club's safeguarding strategy.



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KEY RESPONSIBILITIES:

- To be a visible point of contact and provide advice and guidance, including at times of incident crisis, to Women's Team staff.
- Work hours in line with the Women's team schedule, including some evenings and weekends.
- To promote and ensure that staff understand that safeguarding of all children, young people, and adults at risk in the Women's Team and Club more broadly is everyone's responsibility.
- To lead and provide guidance to other staff on responses to safeguarding issues or concerns that are raised within the Women's team.
- Maintain accurate, confidential, and up-to-date records on all safeguarding incidents, concerns, or allegations using the Club's Safeguarding Case management system, MyConcern.
- To Assist the Club's Head of Safeguarding (HOS) and HR with any investigations including (but not limited to) working with the LADO, FA Safeguarding Team, WSL and any other statutory or regulatory authorities.
- Be actively involved in the different age groups/phases Multidisciplinary Team Meeting (MDT) process, providing expert safeguarding advice to the members to then support players.
- To lead on support plans for players where there are safeguarding concerns or complex needs as part of the MDT (Multi-Disciplinary Team).



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KEY RESPONSIBILITIES:

- To assist in the preparation, the approval and quality assurance of the Safeguarding element of risk assessments completed regarding activities, trips, and tours within the Women's Team.
- Work with the Club's HOS & HR to support safer recruitment processes and to ensure robust induction, and review processes where appropriate, for all staff.
- To assist in the review and updating of all Safeguarding policies to ensure effectiveness and compliance with appropriate legal frameworks and statutory guidance.
- Support and deliver training to staff, and coordinate delivery from external providers, which promotes understanding and knowledge of Safeguarding issues and best practice in the Club.
- Manage the Women's Team safeguarding workforce development plan, working with the HOS and HR to ensure compliance, consistence, and continuity.
- To support the Club's Head of Safeguarding and with audit preparation as required.
- Liaise and network with the FA, WSL and counterparts across other professional clubs to identify and share best practice in safeguarding.
- Lead on the safeguarding provision on first team (home) matchdays, including providing support to young mascots and the ball retrieval team.



WOMEN'S TEAM SAFEGUARDING OFFICER

RECRUITMENT PACK

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience:	• Excellent knowledge of safeguarding legislation, policies, and processes. • Experience in working with statutory agencies and safeguarding partners including MASH, LADO and sporting bodies.	• Experience and knowledge of safeguarding delivery in the elite sports industry and experience of complying with codes of practice, procedures and legislation within the football industry.
Skills and Abilities:	• Knowledge of using a case management system (e.g., My Concern) to keep clear and comprehensive records and reports. • Excellent communication skills, both written and oral and be confident communicating at all levels with the gravitas, sensitivity and kindness required within this role.	• Experience of designing and delivering training and awareness workshops on various safeguarding areas to staff and children, young people and adults • A strong sense of ambition and enthusiasm, coupled with a self-motivated attitude, positive outlook and demonstrable initiative which will assist you to thrive within this dynamic environment.



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PERSON SPECIFICATION

	Essential	Desirable
Education and Training:	• Level 3 safeguarding training. • FA Safeguarding Children Course.	• ACAS investigations. • Mental Health First Aid (MHFA) training. • Safer recruitment training. • Other relevant Safeguarding Training.
Other Requirements:	• UK Driving Licence. • Be available to evenings, weekends and matchdays (primarily ITFC Women's Home Fixtures) • Enhance DBS Check and Safer Recruitment Process.	• Experience of external assessments and auditing.



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WHAT GOOD LOOKS LIKE:

- Safeguarding is embedded in the everyday working practice of staff. Staff, parents and players know who to come to for advice.
- WSL Safeguarding Standards are upheld.
- My CONCERN recording system is efficiently operating with concerns being recorded and updated.
- Low level concerns are managed, and trends detected and acted upon.
- Safer recruitment practices are embedded.
- Safeguarding risks are identified and mitigated with regular assessment and updates.
- Workforce development and staff training is documented and relevant.
- All policies relating to the Women's Team are updated in line with Club policies and made available.



WOMEN'S TEAM SAFEGUARDING OFFICER **RECRUITMENT PACK**

WHO ARE WE?

Just over 130 years ago there was an exhibition match at Portman Road, played by two women's teams who had travelled from London to play in front of 2,000 fans. It has been a long road to our current full-time professional status, but women's football is at an all-time high now, and is continuing to grow, and we aim to be a major part of that. During the First World War, there are records of an Orwell Works Ladies Team, representing a huge, waterfront factory that had been repurposed from making farming machinery to making weaponry.

As far as the current side is concerned, our roots go back to 1985, a completely amateur set-up, and so it remained until recently. But our players were talented and utterly committed. Linda Curl joined us in 1988, shortly after scoring twice for England v Italy in the final of the Mundialito, a forerunner of the World Cup. We have an unbroken FA Cup record back to 1989 and had competed in the Cup as early as 1986. In 1991 the inaugural Premier League was set up, and we were included, twice finishing sixth before being relegated in 1994. The players were unpaid, had to take time off work to train and play, and the time and cost involved in playing at a national level took its toll. But our FA Cup record remained impressive, quarter-finalists for four consecutive years, 1989/90 -1992/93, and semi-finalists in 1995/96.

We continued playing in regional football, gradually dropping down to the fourth tier in 2010. It became clear, though, by the mid-2010s, there was a pathway to match our ambitions, even as an amateur club.

Year-on-year, we improved our league position, and looked towards promotion, as the top league turned fully professional in 2018/19. The modern era of women's football in England effectively dates from this time. In 2020 we made headlines as the first fourth-tier side to play in the fifth round of the FA Cup.

After finishing top of the league in two Covid-abandoned seasons, the team were awarded promotion to the third tier in 2021. We competed well, always part of the promotion picture, and narrowly lost an FA Cup quarter-final to professional West Ham United in 2021/22. After several near-misses, we were promoted to Barclays Women's Super League 2 as Champions in 2024/25.

Stadium regulations meant that we had to leave our seaside home in Felixstowe, but we have quickly settled into our new home at Colchester United's ground, the JobServe Community Stadium. Our fanbase is already impressive, but still growing. We are attracting some of the highest crowds in WSL2 and the link between players and fans is as important now as ever before.

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IF THIS IS YOU:

If you are interested in applying for the role, please complete an [online application](#) form detailing why you are the ideal candidate for this position. Please note CVs will not be accepted for this role.

Please note that due to the high volume of applications we receive, only those successfully shortlisted for the role will be personally contacted. Therefore, if you haven't heard from us within four weeks of the closing date, please assume you haven't been shortlisted on this occasion.

SAFEGUARDING STATEMENT

Ipswich Town Football Club is committed to safeguarding the welfare of children, young people and adults at risk and requires all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013).

EQUALITY STATEMENT

The successful candidate must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.



WELCOME TO SUFFOLK

There is a traditional theme running through Suffolk. It is a region of seaside entertainment, fish and chips on the beach and lazy days in the county.

Beautiful Constable countryside, fabulous coastline, remarkable wildlife and more. You can take a step back in time to explore Suffolk's fascinating history, and get right back up to date by visiting the modern, bustling town of Ipswich. There are also some great beaches in and around the area.

Ipswich has a unique, diverse identity with high quality restaurants, harbourside cafes, arts and shopping opportunities, making it the ideal place to live.

Wider job opportunities for your family are readily available in and around Ipswich in a number of different industries.

COMMUTING:

Ipswich is well connected both domestically and internationally.



Heading west on the A12, London is 86 miles away, while northbound on the A14 you can be in Cambridge within 60 minutes.



Frequent trains from Ipswich to London go directly into Liverpool Street and take just over 60 minutes



Ipswich Station,
Burrell Rd,
Ipswich
IP2 8AL