**British American Football Association**

**Board of Directors**

**JOB DESCRIPTION**

1. Job Particulars

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| Job Title: | Safeguarding Director |
| Role Summary: | The Safeguarding Director will have a passion for the success of the sport of American Football in Great Britain at all levels, with an ability to provide strong leadership. A specialist knowledge of safeguarding, welfare, equality and diversity, together with business acumen and experience are necessary qualities. Excellent networking, relationship and partnership building skills are also required. The role will also require diplomacy, excellent communication and strong influencing skills together with a high degree of confidentiality and an understanding of the legal implications of the same.  In addition to the above, specialist expertise in one or more of a number of areas - finance, income generation, marketing, partnership building – would be advantageous. |
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| Reporting To: | The Chair and Board of the British American Football Association |
| Responsible For: | Line Management –  Welfare and Safeguarding Officers  Functional -   1. Guiding the implementation of the vision for British American Football. 2. Ensuring the management of the sport is compliant with the Governing Document and the established policies and procedures. |

1. Main Tasks, Duties and Responsibilities

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| Main Tasks | Duties and Responsibilities |
| * 1. Assisting the NGB and ensuring it fulfils its responsibilities: | * Monitoring the provision of accurate, timely and clear information to the Board. * Ensuring there is regular evaluation of the performance of the Board, its committees and the individuals who sit on them. * Facilitating the effective contribution of specialist advisers and observers who sit on the Board and any committees. * Upholding the highest standards of integrity and probity. * Ensuring the Association meets the highest standards of corporate governance and seeks compliance with appropriate regulations. * Ensuring a clear structure for and the effective running of the Board and its committees. |
| * 1. Participate in working with the Directors and key personnel to help them achieve the objectives of the Strategic Plan: | * Leadership of the Board to ensure its effectiveness on all aspects of its role in developing and implementing the Strategic Plan for the sport in particular with regard to safeguarding. * Ensuring the Association applies its resources exclusively in pursuit of the implementation of the Strategic Plan in particular with regard to safeguarding. * Setting the agenda, style and tone of Board discussions to promote effective decision-making and constructive debate within the sport, in particular with regard to safeguarding. * Monitoring the implementation of decisions taken at Board meetings, in particular with regard to safeguarding. * Ensuring the Directors and key personnel deliver an annual plan and budgets. * Ensuring that the Board receives relevant and timely updates of what is being done and required from each aspect of the sport. * Establishing a close relationship of trust with the Directors and key personnel, providing support and advice while respecting executive responsibility. * Leading the process of appraising the performance of the Directors. * Providing the Board with statutory reports on safeguarding matters in a timely manner. |
| * 1. Participate in optimising the relationship between the Association and stakeholders internal and external to the sport: | * Ensuring effective communication with the sport’s stakeholders inside and outside the sport of American Football, in particular with regard to safeguarding. * Liaising with statutory agencies. * Ensuring constructive relations between personnel on the Board. * Promoting effective relationships and open communication, both inside and outside the Board, between the Association and the key partners. * Representing the partnership and understanding the views of the sport’s stakeholders. |

1. Person Specification

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| Area | Requirement |
| * 1. Experience: | * Knowledge of the legal and statutory requirements relating to safeguarding including but not limited to:- * Disclosure and Barring. * Equality and Diversity. * The Children Acts responsibilities. * Data Protection Acts responsibilities. * Such other statutory provisions which from time to time place requirements on the Board and/or the sport in relation to safeguarding and welfare matters.   Desirable Qualities   * Experience of leading Boards / Committees. * Experience of building partnerships. * Experience of acting as an advocate for an organisation. * Track record of achievement in an appropriate environment. * Experience and proven effectiveness in chairing other bodies. * Experience of leadership roles in a multi-partner environment. * Demonstrable track record and experience in one or more areas - finance, income generation, marketing, partnership building – would be advantageous. |
| * 1. Knowledge / Skills: | * Knowledge of American Football, its vision and the main objectives of the emerging Strategic Plan in particular with regard to safeguarding. * An understanding and acceptance of the legal duties, responsibilities and liabilities, particularly with regard to safeguarding and of leading a corporate body. * An understanding of what is required to generate income from commercial sources. * Excellent communication and interpersonal skills. |
| * 1. Competencies: | * Ensuring effective communication with the British American Football Association’s stakeholders inside and outside the sport. * Ability to develop and communicate a strategic vision. * Ability to take an independent view when judgements are required. * Ability to think creatively. * Awareness of what is required to ensure the needs of external ‘investors’ are met. * An ability to work effectively as part of a team. |
| * 1. Behaviours | * Demonstrate a commitment to the National Governing Body. * A willingness to speak candidly. * Demonstrate recognition of the implications of working in a partnership environment. * Recognise and value the contribution of others. * Supports the other Directors and key personnel in their leadership of the business of the Association whilst monitoring their conduct in particular with regard to safeguarding. * Demonstrate flexibility and open mindedness. * Provide learning opportunities by giving feedback and support. * Demonstrate commitment to Nolan’s seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership. * Demonstrate tact and diplomacy. * Demonstrate impartiality, fairness and the ability to respect confidences. |
| * 1. Special Circumstances | * Willingness to commit time to attend meetings of the Board and Committees as necessary. |