**Appendix IV - Role Description & Person Specification**

**(Trustee - Safeguarding / Health and Safety)**

**Role Description – Trustee (Safeguarding / Health and Safety)**

**Remuneration**

The role of Trustee is not accompanied by any financial remuneration.

**Location**

Broadfield Stadium, Crawley, West Sussex

**Time commitment:**

6 Board meetings per year

6 Sub Group meetings

AGM attendance

Committee groups as and when deemed necessary

Other agreed support

The role of Trustee at Crawley Town Community Foundation is an exciting and fulfilling role.

The most effective Boards are ones that benefit from individuals from a diverse range of

backgrounds, experiences and skill sets.

The role of a Trustee is to ensure that Crawley Town Community Foundation fulfils its governance and financial obligations, its duty to its beneficiaries and stakeholders, and delivers on our vision, mission and values.

**The statutory duties of a Trustee are:**

· To ensure the Foundation complies with its governing document and legislation

· To ensure that the Foundation pursues its charitable objectives as defined

· To ensure the Foundation applies its resources exclusively in pursuance of its objectives -

the charity must not spend money on activities which are not included in its own objectives

· To contribute actively to the Board of Trustees' role in giving strategic direction to the

Foundation, setting overall policy, defining goals and evaluating performance

· To safeguard the good name and values of the Foundation

· To ensure the effective and efficient administration of the Foundation

· To ensure the financial stability of the Foundation

· To protect and manage the property of the Foundation and to ensure the proper investment of the Foundation's funds

· To appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other trustees to hold Crawley Town Community Foundation ‘in trust’ for current and future beneficiaries by:

● Ensuring that the Foundation has a clear vision, mission and values, and a strategic direction and is focused on achieving these

● Being responsible for the performance of the Foundation and for ensuring that the

Foundation complies with all legal and regulatory requirements

● Ensuring that the Foundation’s governance is of the highest possible standard

● Actively champion safeguarding good practice

As well as the various statutory duties, any trustee should make full use of any specific skills,

knowledge or experience to help the board make good decisions.

**Role Specification**

**Safeguarding Commitment**

Crawley Town Community Foundation is committed to safeguarding and promoting the welfare of children, young people and expects all staff and volunteers, parents, young players and any partner agency or commissioned service to share this commitment.

**Post Title:** Safeguarding Senior Manager (SSM) & Lead for Health and Safety

**Department:** Crawley Town Community Foundation

**Responsible to:** The Board / The Chairman

**Responsible For:** Designated Safeguarding Officer(s) (DSO) *- in respect of safeguarding issues (not necessarily in respect of employment responsibilities)* and to oversee Health and Safety

Overall Purpose of the Job

● The overall purpose of this role is to have senior management responsibility for the

safeguarding of children and young people/adults at risk involved in any activities organised by the Foundation.

● To oversee Health and Safety for the Foundation.

● Provide leadership at internal Safeguarding and Health and Safety strategic meetings at

least quarterly.

● Provide regular reports on Safeguarding and Health and Safety to the Board.

● Have an up-to-date knowledge of relevant requirements for safeguarding and health and

safety.

● Attend SSM Training delivered by EFL at least once every two years.

● Ensure the club has in place appropriate policies and procedures, particularly in respect of

identifying and reporting concerns or disclosures related to the protection of children.

● Work together with, and support the club/department DSO (s) in respect of any concern,

disclosure or investigation.

● Ensure complaints of poor practice or disclosures are dealt with or escalated to the

appropriate investigating agency.

● Ensure the footballing authorities including EFL/EFL Trust and the FA Safeguarding Case

Team are informed as appropriate.

● Ensure issues are reported to the Disclosure and Barring Service (DBS) as required by

legislation.

● Ensure any records in relation child protection and safeguarding are stored safely in line

with The Data Protection Act (1998).

● Together with the club/department/CCO DSO(s) identify safeguarding and health and safety training needs and identify resources to support training is delivered to all staff and

volunteers.

● Together with the DSO(s) monitor staff/volunteer training records in respect of

safeguarding children.

● Together with the DSO(s) ensure all staff/volunteers working with children have the

appropriate level of Disclosure & Barring Service (DBS) Criminal Records Check (CRC) for the role. That the CRC is regularly updated in line with FA and FL guidance, currently every 3 years.

**Person Specification:**

Guidance will be available, however, a high level of initiative, decision-making and discretion will need to be demonstrated in the performance of duties. Safeguarding Senior Managers should consider seeking external advice in relation to safeguarding and / or health and safety as and when required.

**Other Duties and requirements may include**

Attendance at internal and external safeguarding training appropriate to the role.