

Job Description

Job Title	Safeguarding Officer
Department	Club
Reports to	Head of HR & People, with regular reporting to the CEO and Board Safeguarding Lead
Key relationships	Head of HR & People, CEO, Board Safeguarding Lead, Designated Safeguarding Officers, Cambridge United Foundation, EFL/PL/FA, external agencies, LADO
Location	Cledara Abbey Stadium, Cambridge, CB5 8LN
Salary	£28,000 to £32,000 (Pro-rata)
Hours	32 hours per week, including all men's first team home fixtures
Role Summary	The Safeguarding Officer will lead and coordinate safeguarding and safer recruitment across Cambridge United Football Club, ensuring the highest standards of safeguarding practice, compliance and governance are embedded throughout the organisation. As the Club's strategic safeguarding lead for children, young people and adults at risk, you will promote a culture where safeguarding is everyone's responsibility while ensuring compliance with EFL, Premier League, FA and statutory safeguarding requirements. Working collaboratively with senior leaders, Designated Safeguarding Officers (DSOs) and colleagues across the Club, you will oversee safeguarding case management, training, policy development, compliance monitoring and safer recruitment. You will also identify and mitigate safeguarding risks, drive continuous improvement and ensure the Club remains inspection and audit ready.
Key Job Outcomes	Safeguarding Leadership • Act as the Club's Safeguarding Lead, providing professional advice and guidance to staff, volunteers and senior leaders. • Work closely with the Board Safeguarding Lead, Senior Managers and Department Designated Safeguarding Officers to ensure safeguarding remains a priority across all areas of the Club. • Promote a positive safeguarding culture where safeguarding is everyone's responsibility and is embedded in everyday practice. • Keep up to date with safeguarding legislation, guidance and best practice, ensuring Club policies and procedures remain compliant with EFL, Premier League, FA and statutory requirements. • Represent the Club at internal and external safeguarding meetings and maintain effective relationships with governing bodies and partner agencies, including schools, social care, police and youth services.

Safeguarding Case Management

- Lead the management of safeguarding concerns from referral through to resolution, ensuring appropriate risk assessments, actions and records are maintained.
- Lead safeguarding investigations where appropriate and liaise with statutory agencies when required.
- Manage referrals, information sharing and reporting in accordance with safeguarding legislation and best practice.
- Ensure all safeguarding records are maintained securely using the Club's electronic case management system (Patronus).
- Support Designated Safeguarding Officers with case management, advice and learning.

Safeguarding Compliance & Governance

- Develop, implement and regularly review safeguarding policies, procedures and practices.
- Lead safeguarding audits and inspections, ensuring the Club remains fully compliant and audit ready.
- Monitor implementation of audit recommendations and drive continuous improvement.
- Identify safeguarding risks and implement appropriate mitigation measures.
- Produce safeguarding and compliance reports for senior leadership and the Board.
- Coordinate and lead quarterly safeguarding meetings, including agendas, minutes and monitoring of actions.

Safer Recruitment

- Lead the Club's safer recruitment processes in partnership with the Head of HR & People.
- Ensure compliance with the Club's Safer Recruitment Policy and all relevant safeguarding standards.
- Manage safeguarding-related pre-employment checks, including Enhanced DBS checks, references, qualification verification and risk assessments.
- Maintain and regularly audit the Single Central Record, ensuring records remain accurate and inspection ready.
- Support recruiting managers to ensure safeguarding requirements are embedded throughout recruitment processes.

Training & Awareness

- Identify safeguarding training needs across the Club and develop an annual training plan.

- Coordinate, deliver and evaluate safeguarding induction, welfare training, Mental health training, and ongoing development programmes and training.
- Monitor safeguarding qualifications to ensure all mandatory training remains current.
- Promote safeguarding awareness through regular communication, campaigns and learning opportunities.
- Promote a positive culture of mental health and wellbeing across the Club, encouraging open conversations and reducing stigma associated with mental health.
- Support the implementation of the Club's Mental health and Wellbeing Policy and contribute to wellbeing initiatives, campaigns and awareness activities.
- Maintain and actively engage in Continuing Professional Development (CPD) to ensure knowledge and skills remain current and relevant to the role.

Matchday Safeguarding Responsibilities

- Act as the Club's designated safeguarding lead on matchdays and be able to provide advice, guidance and decision-making support in relation to any safeguarding concerns.
- Attend pre-match operational and safety briefings, ensuring safeguarding considerations are fully integrated into matchday planning and delivery.
- Review and oversee matchday safeguarding risk assessments for all activities involving children, young people and adults at risk, including mascots, ball crews, player escorts and fan engagement activities.
- Promote a safe, inclusive and welcoming environment for all supporters, participants, staff and volunteers, supporting the Club's safeguarding, equality, diversity and inclusion objectives.

Operational Support

- Review safeguarding arrangements for training, matchdays, events, trips and residential activities.
- Provide safeguarding advice for Club activities and risk assessments.
- Develop systems and processes to improve the effectiveness and efficiency of safeguarding and safer recruitment.
- Provide administrative support for the EFL EDI Code of Practice in areas linked to safeguarding and matchdays.
- Undertake any other duties commensurate with the role.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

Person Specification

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Level 3 Safeguarding Training (or willingness to obtain immediately)	✓	
Experience of managing safeguarding cases and referrals	✓	
Experience of preparing for external audits and inspections	✓	
Excellent written and verbal communications skills	✓	
Experience of working with children, young people and adults at risk	✓	
Experience of acting as a Designated Safeguarding Officer/Safeguarding lead in a fast-paced environment	✓	
Excellent knowledge of core legislation, government guidance and national framework for child protection	✓	
FA Safeguarding Certificate		✓
Enhanced DBS Check		✓
Good interpersonal skills	✓	
Ability to respond and react to deadlines that arise at short notice	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
Highly proactive and able to identify and resolve issues before they become problems	✓	
A genuine team player who will support and motivate other members of the team	✓	
Able to influence and challenge appropriately to ensure safeguarding standards are maintained	✓	
A willingness to take on and learn new tasks and skills	✓	
Personal Qualities		
Self-motivated with the ability to manage competing priorities and work independently	✓	
High levels of integrity, professionalism and discretion	✓	
Exceptional attention to detail with a strong focus on compliance and accuracy	✓	
Loyal and committed	✓	

Application Process

Application Instructions	Interested applicants should apply by submitting their application form, CV and Cover Letter, applications which do not include all documents will not be reviewed. We reserve the right to close this vacancy early or interview exceptional candidates ahead of the deadline if a suitable applicant is found. Early application is highly recommended.
Application Closing Date	2 nd August 2026
Interview Date(s)	First Interviews on 6 th August and Second Interviews on 11 th August
Start Date	5 th October 2026
Mission, Vision & Values	Mission Cambridge United aspires to compete at the highest level of the English Football League, whilst operating a financially sustainable football club embedded within the heart of its community. We are custodians with a collective responsibility to protect and enhance the Club for future generations. Vision <i>Creating Memories</i> We engage current and future generations of supporters by creating memorable moments. <i>Driving Standards & Performance</i> We will evolve by driving standards and performance through self-reflection and education. <i>Enhancing Lives</i> We are an inclusive Club that is United in Endeavour to enhance lives through the power of sport. Values We engage positive and inspiring characters who are committed to serving and strengthening our community, by adopting our 3 keys values. <i>Teamwork</i> We achieve more through working together than alone and are United in Endeavour. <i>Hard Work</i> We are committed to learning and working towards our pursuit of excellence in everything we do.

	Humility We will celebrate each other's successes and recognise that no individual is greater than the collective.
Employability Statement	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
Safeguarding Statement	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks. The post holder will be required to undergo Safeguarding training periodically.
Equality, Diversity & Inclusion	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We are committed to creating an inclusive workplace and welcome applications from disabled candidates. If you require any adjustments during the recruitment process, please let us know. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate based on age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.