



***Enabling the development of Children and Young People through Football***

Background

The S&DFL was established to work in partnership with Manchester County FA and member clubs to:

- Provide a strategic direction to support the ongoing development of football for children and young people who live in Salford and surrounding districts
- Create a reliable, safe and rewarding playing environment that enables the development of children and young people through football.
- Provide a structure (age groups and divisions), competitions and fixtures, to enable structured football for children and young people to be played within Salford and surrounding districts
- Provide a governance structure to support children and young people to participate in organised football and to support member clubs to grow and develop.
- Help and advise member clubs (as required) to apply FA standard rules and locally agreed bye-laws and apply standards required of Charter Standard clubs
- Support member clubs to respect the rights, wishes and feelings of children and young people who play their football under the banner of the S&DFL
- Promote and safeguard this group of children and young people from discrimination, abuse, exploitation, or treatment which degrades them.
- Develop opportunities to promote the health and wellbeing of children and young people (and their carers) who play football under the umbrella of S&DFL

## **Our Commitment to Promote Diversity and Inclusion**

We will tackle barriers that discourage under- represented groups in football to participate, and take part youth football in Salford. We will introduce the sport to new audiences/communities. We will encourage all sections of our communities to participate and be involved with football in our league.

In particular we will look at improving the participation of:

- Girls and women
- Disabled people
- People from different ethnic backgrounds
- Lesbian Gay Bisexual and Transgender People
- People who have different religions and beliefs

To support these overarching objectives being achieved we have restructured our League Management Committee as outlined below.



**Salford & Districts Football League Management Committee  
Officer Roles and Associated Responsibilities**

*As with all roles in a voluntary organisation responsibilities are always 'best endeavours'*

Chair Person	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• S&amp;DFL Trustees</li> <li>• League management committee</li> <li>• Manchester County FA</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To provide leadership for the S&amp;DFL's management committee and member clubs</li> <li>• To ensure that the league is managed with probity and integrity</li> <li>• To ensure the S&amp;DFL operates within the constitution and rules of the league, and those of the FA</li> <li>• To ensure that if the constitution and rules are questioned an interpretation is provided and (if necessary) a clarification is recommended via a rule change to the appropriate meetings of the league.</li> <li>• To ensure processes are in place to Interview prospective new clubs who wish to join the league</li> <li>• To ensure that effective communication and liaison is maintained with the S&amp;DFL's</li> </ul>

	<p>member clubs.</p> <ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Representing League at Manchester County FA and associated committees and meetings</li> <li>• To ensure S&amp;DFL's league and management committee meetings are held in line with league and FA rules.</li> <li>• To ensure that league standards are developed, promoted, and maintained in line with those of a Charter Standard League</li> <li>• To ensure that there are rigorous governance arrangements in place across all aspects of league activity, and that the league</li> <li>• To ensure that all member clubs and management committee members discharge their responsibilities relating to the Safeguarding and Protection of children and young people</li> <li>• To ensure the S&amp;DFL management committee members and trustees perform effectively within their remit.</li> <li>• To ensure the S&amp;DFL AGM and any extraordinary meetings are called and held appropriately.</li> <li>• To ensure that quality liaison is maintained with the S&amp;DFL's trustees.</li> <li>• To ensure decisions relating to any alternative arrangement/cessation of provision is documented and to provide clarity for league member clubs clear where recruitment to the management committee is delayed.</li> </ul>
<p>Role and functions in relation to the League Management Committee</p>	<ul style="list-style-type: none"> <li>• To be a member of the management committee and league trustees' group</li> <li>• To chair meetings of the league management committee, trustee, and league meetings and ensure meetings are supported with agendas and minutes</li> <li>• To ensure all tasks identified as being management committee responsibilities are agreed as being the responsibility of a named management committee member.</li> <li>• To ensure the S&amp;DFL operates via the management committee and that decisions time scales and those leading an action are clearly indicated in the minutes.</li> <li>• To ensure that a process is in place to ensure that all management committee members, and/or agreed task and finish groups report back to each management committee meeting.</li> <li>• To ensure that any actions undertaken by the chair between meetings are properly</li> </ul>

	<p>documented and reported to the next management committee meeting for discussion/ratification.</p> <ul style="list-style-type: none"> <li>• To ensure other management committee members needing to take actions between meetings discuss their requirement with the Chair and get his/her approval prior to an implementation of actions. As appropriate the chair will involve members of the trustees group.</li> <li>• To ensure recruitment to vacant management committee roles is promoted.</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> <li>• Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players, parents/carers local and regional press</li> <li>• Proven negotiation skills</li> <li>• Experience of ensuring the delivery of tasks against deadlines</li> <li>• Experience of providing leadership across a range of interdependent partners, teams and/or organisations</li> <li>• Knowledge of grass roots football and FA procedures and policy</li> <li>• Experience of being involved with mini and youth football as a manager referee or club official</li> <li>• Working knowledge of Microsoft Office</li> <li>• Knowledge of how work groups form and develop</li> <li>• Knowledge business planning and organisational change and transformation</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Other League Officers</li> <li>• M/cr County FA</li> <li>• Local Council</li> <li>• Sponsors</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• Vice Chair</li> </ul>
Vice Chair	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Chair</li> <li>• S&amp;DFL Trustees</li> <li>• League Management Committee</li> </ul>

	<ul style="list-style-type: none"> <li>Manchester County FA</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li><b><i>NB It is considered that the Vice Chair will succeed the Chair and that this role is part of the league's succession planning</i></b></li> <li>The role of the Vice Chair is to shadow the Chair in providing leadership and responsibility for the league and league management committee</li> <li>As required step into the Chair's roles</li> <li>In the event of the Chair being unable to fulfil his/her duties to step into that role</li> <li>In the absence of the Chairperson, chair league management committee or league meetings ensuring that they are run efficiently and effectively</li> <li>Be a signatory for the league for legal purposes and financial purposes</li> <li>Assist the Chair in deciding which matters are dealt with by the trustees, the full league management Committee and those to delegated to individual league committee members</li> <li>With League development officer and secretary coordinate league planning to ensure appropriate plans are developed, presented to and reviewed by the league management committee, and enacted as required</li> <li>Delivering tasks against deadlines</li> <li>Represent the league at meetings and forums as agreed with the Chair and league trustees</li> <li>Other duties as nominated by the Chair and / or league management committee</li> <li>Work with league development officer and league secretary to develop league development plan</li> <li>As required draft policy and procedure or delegate such tasks to other management committee members, and oversee outcomes.</li> </ul>
Role and functions in relation to the League Management Committee	<ul style="list-style-type: none"> <li>To support league chair to discharge duties and responsibilities ascribed to the role</li> <li>To act as league chair in the absence of the chair.</li> <li>Working with the league secretary and development officer to provide a structure to review and amend league policies and procedures.</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> <li>Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players,</li> </ul>

	<p>parents/carers local and regional press</p> <ul style="list-style-type: none"> <li>• Proven negotiation skills</li> <li>• Experience of ensuring the delivery of tasks against deadlines</li> <li>• Experience of providing leadership across a range of interdependent partners</li> <li>• Knowledge of grass roots football and FA procedures and policy</li> <li>• Experience of being involved with mini and youth football as a manager referee or club official</li> <li>• Working knowledge of Microsoft Office programme.</li> <li>• Knowledge of how work groups form and develop and perform</li> <li>• Knowledge business planning and organisational change and transformation</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Chair</li> <li>• League Trustees</li> <li>• League Secretary</li> <li>• League Treasurer</li> <li>• League Management committee members</li> <li>• Member clubs</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Chair</li> </ul>
League Treasurer	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Chair</li> <li>• S&amp;DFL Trustees</li> <li>• League Management Committee</li> <li>• Manchester County FA</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• The league Treasurer is responsible for the financial probity of the league to enable the Management Committee to provide governance of league functions.</li> <li>• The Treasurer is responsible for regularly reporting on the league's financial status to both the management committee and to member clubs.</li> <li>• Be a member of the League Management Committee</li> <li>• Be a league Trustee</li> <li>• Provide advice to the League Management Committee in their management of the league's finances</li> </ul>

	<ul style="list-style-type: none"> <li>• Administer all financial affairs of the league</li> <li>• Lead the annual budget setting process and ensure an appropriate annual budget and forecast is provided to the League Management Committee for approval</li> <li>• Ensure development of, and league management committee review, of financial policies and procedures</li> <li>• Support any required auditing processes and ensure the league accounts are audited annually</li> <li>• Receipt of all incoming monies</li> <li>• Bank all monies received</li> <li>• On receipt of appropriate invoices pay all accounts</li> <li>• Maintain accurate records of all income and expenditure</li> <li>• Ensure that all receipts and payments concur with bank deposits and withdrawals</li> <li>• Monthly financial reports – presented at monthly league management committee meetings</li> <li>• Provision of a summary report for each league meeting</li> <li>• Arrange and despatch invoices for periodical payment</li> <li>• Issue yearly membership fee</li> <li>• Keep accurate record of all membership payments</li> <li>• Delivery of tasks against deadlines</li> <li>• Be a signatory on the league financial account</li> </ul>
Role and functions in relation to the League Management Committee	<ul style="list-style-type: none"> <li>• The Treasurer is responsible for regularly reporting on the league's financial status to both the management committee and to member clubs.</li> <li>• Be a member of the League Management Committee#</li> <li>• Be a league Trustee</li> <li>• Provide advice to the League Management Committee in their management of the league's finances</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven knowledge of book keeping processes</li> <li>• Proven experience of producing basic accounts.</li> <li>• Proven day-to-day management of budgets and finances.</li> <li>• Working knowledge of Microsoft Office programme and a confident user of Excel</li> <li>• Delivery of tasks against deadlines</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Chair/Vice Chair</li> </ul>



	<ul style="list-style-type: none"> <li>• League Trustees</li> <li>• League Secretary</li> <li>• League Management committee members</li> <li>• Member clubs</li> <li>• League appointed accountants</li> <li>• Manchester County FA.</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League discipline Officer for collection and recording of day-to-day fines</li> </ul>
<b>League Secretary</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Chair/Vice Chair</li> <li>• League Trustees</li> <li>• League Management committee members</li> <li>• Manchester County FA</li> <li>• Member clubs</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Be a member of the League Management Committee</li> <li>• Be a league Trustee</li> <li>• Ensure a process is in place, and communicated to member clubs to enable clubs to affiliate to the league.</li> <li>• To ensure a process is in place to enable the league to be sanctioned and clubs to be affiliated with Manchester County FA</li> <li>• To provide leadership for management committee members to develop league bye laws and ensure laws are sanctioned by the County FA, and ready for approval at the league AGM.</li> <li>• Be aware of and communicate to member clubs changes to the Standard Codes of Rules, and requirements to adopt these.</li> <li>• Be responsible for day-to-day League Correspondence</li> <li>• To be responsible for the organisation and management of league correspondence</li> <li>• To be responsible for the organisation and management of league diary</li> <li>• Be responsible for league communications (to clubs, referees and league officers)</li> <li>• Be responsible for providing a monthly report for the League Management Committee and monthly league meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• Be responsible for Organisation of League AGM including production of the Annual Report</li> <li>• Be responsible for production of agenda for League Management Meetings</li> <li>• Be responsible for Recording of Minutes or to ensure minutes are taken of league meetings</li> <li>• Be responsible for booking venues for league meetings and events</li> <li>• Be responsible for forwarding relevant correspondence to other league officers</li> <li>• With the league development officer and vice chair be responsible for the co-production and co-ordination of League Development Plan</li> <li>• Be responsible for the organisation of Constitution for each new season</li> <li>• Delivery of tasks against deadlines</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> <li>• Proven organisational and administrative skills experience of producing agendas for, and minutes of a range of meetings</li> <li>• Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players, parents/carers local and regional press</li> <li>• Proven negotiation skills</li> <li>• Delivery of tasks against deadlines</li> <li>• Understanding and knowledge of FA Rules and FA Directives</li> <li>• Working knowledge of Microsoft Office - Excel Word and PowerPoint</li> <li>• Knowledge of how work groups form and develop and perform</li> <li>• Knowledge of business planning and organisational change and transformation</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Chair/Vice Chair</li> <li>• League Development Officer</li> <li>• League Trustees</li> <li>• Divisional Secretaries</li> <li>• Registration Secretaries</li> <li>• League Disciplinary Officer</li> <li>• Management Committee Members</li> <li>• Member Clubs</li> </ul>

	<ul style="list-style-type: none"> <li>Manchester County FA</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>League Development Officer for all aspects of league development</li> <li>League Child Safeguarding Coordinator to check members services, club affiliation and generate up-to-date team management and certificate details</li> <li>League Website Coordinator for updates and regular news</li> </ul>
League Development Officer	
Accountability	<ul style="list-style-type: none"> <li>Young Players/parents carers</li> <li>S&amp;DFL Member clubs</li> <li>League Chair</li> <li>S&amp;DFL Trustees</li> <li>League Management Committee</li> <li>Manchester County FA</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>Taking lead role in coproducing the League Development plan and other requirements of Charter Standard Leagues</li> <li>To work with league equality and inclusion lead to ensure league and management committee development is more representative of Salford's increasingly diverse communities</li> <li>To be a league trustee</li> <li>To be a member of the league management committee</li> <li>To take lead role coordinating the production of induction and information packs for mangers</li> <li>To take lead role coordinating the production of induction and information packs for divisional secretaries</li> <li>To take lead role in producing guidance to league competitions to ensure compliance with FA and league requirements</li> <li>To work with named members of the management committee to ensure that the league website is fit for purpose</li> <li>As appropriate organising, continued professional development sessions for management committee members and for managers and coaches associated with the league</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>Organisation and planning</li> <li>Delivery of tasks against deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of Charter Standard Requirements at League and Club level</li> <li>• Skills of persuasion and negotiation</li> <li>• IT literacy and good working knowledge of Microsoft Office application</li> <li>• Knowledge of how work groups form and develop and perform</li> <li>• Knowledge of business planning and organisational change and transformation</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League secretary</li> <li>• League chair/vice chair</li> <li>• Club Secretaries of clubs within the league</li> <li>• Manchester County FA Development Team</li> <li>• League Management Committee Management Committee</li> <li>• Salford council, schools</li> <li>• League volunteer coordinator</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League secretary</li> <li>• Divisional Secretaries</li> <li>• League Full time Coordinator</li> </ul>
Age Group/Divisional Secretary x4	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Development Officer</li> <li>• League Trustees</li> <li>• Managers within their age determined division</li> <li>• Young Players</li> <li>• Management committee members</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Be a member of the League Management Committee and to represent the league regardless of other roles held within member clubs</li> <li>• Delivery of tasks against deadlines</li> <li>• To take overall responsibility for the age group to which the secretary has been appointed</li> <li>• To act as first point of contact for managers communicating with S&amp;DL on all matter retaining to the age group.</li> <li>• To provide all managers within the division with up to date communication and information</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with league development office and league secretary to maintain the smooth running of the league</li> <li>• As part of S&amp;DFL managers' meetings, manage and administer divisional age group meetings.</li> <li>• At management committee meetings by exception update the S&amp;DFL Management Committee members about development/progress and matters arising from their respective age groups.</li> <li>• To communicate and apply S&amp;DFL league rules and regulations consistently across the age group.</li> <li>• To coordinate the results of all matches and as required update the FA Full Time System.</li> <li>• To coordinate referees' marks and report issues as appropriate to the referees' secretary.</li> <li>• To record and report all disciplinary fines to the discipline secretary</li> <li>• To manage fixture information for all divisions within their age group using FA Full time, following the on-set pre-season fixture list.</li> <li>• Deliver the range of tasks and functions as outlined in the divisional managers' handbook</li> <li>• To assist with the organisation, management and running of S&amp;DFL events, particularly when divisional age group is involved (e.g. Finals).</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Understanding of the Respect Programme and how it can be effectively applied through the division and ultimately the league</li> <li>• Ability to communicate effectively both verbally and in writing with all managers, and coaches with the division</li> <li>• Provide leadership for the division ensuring that duties are discharged as outline in Divisional manger's hand book</li> <li>• Ability to negotiate with managers and display tact and diplomacy as required</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Development Officer</li> <li>• League Secretary</li> <li>• Referee's Secretary</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• This role has interdependencies with the League's Development Officer, FA Full Time</li> </ul>

	Co-ordinator and Referee's Co-ordinator
FA Full Time Coordinator/Fixtures Secretary	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Development Officer</li> <li>• League secretary</li> <li>• League Trustees</li> <li>• League Management committee</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Arrangement of Fixtures</li> <li>• Publication of Fixtures</li> <li>• As agreed with divisional secretaries the rearrangement of Fixtures</li> <li>• Ensuring Full-Time – auto-email functionality for communicating fixture changes</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Communications skills both written and verbal</li> <li>• Delivery of tasks against deadlines</li> <li>• Ability to learn and utilise the functions available as part of the FA' Fulltime software programme</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Referees' Secretary</li> <li>• Divisional Secretaries</li> <li>• League development officer</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• This role has interdependencies with the League's Development Officer, Divisional Secretaries and Referees' Co-ordinator</li> </ul>
Registration Secretary x2 (mini & youth football)	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League development officer</li> <li>• League secretary</li> <li>• League Trustees</li> <li>• League Management committee</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Registration of Players</li> <li>• Production and distribution of player ID cards</li> <li>• Maintain a database/excel spreadsheet to record all names – going forward utilising FA Full time to monitor player registrations</li> </ul>

	<ul style="list-style-type: none"> <li>• Player Transfers</li> <li>• Providing advice to league officials to assist in resolving registration disputes</li> <li>• As required confirmation of Player Eligibility (especially for cup games with potentially cup tied players)</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Awareness of League and FA Rules regarding player registration and player transfers</li> <li>• Ability to communicate with clubs regarding registration disputes</li> <li>• Ability to manage workload ensuring that all registrations are recorded in a format that facilitates easy access to information when required</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Development officer</li> <li>• League Divisional secretaries</li> <li>• League Secretary</li> <li>• Managers involved with the league</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• Divisional secretaries</li> <li>• League Safeguarding Coordinator</li> </ul>
Referee Secretary/Referee Development Officer	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League development officer</li> <li>• League secretary</li> <li>• League Trustees</li> <li>• Manchester County FA</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Referee Appointments</li> <li>• Referee Re-appointments</li> <li>• Communication of appointments and re-appointments</li> <li>• Collation of Referee Marks</li> <li>• Handling of reports regarding refereeing appointments</li> <li>• Supporting referees to prepared and present reports to Manchester County FA as required</li> <li>• Supplying marks to CFAs</li> <li>• Registration of referees</li> <li>• Collation of referee match report forms</li> </ul>

	<ul style="list-style-type: none"> <li>• Looking after referees at Cup Finals and other key games</li> <li>• Supporting the development of referees in conjunction with the league and Manchester County FA RDO</li> <li>• Recruitment of new referees to officiate in S&amp;DFL</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Detailed knowledge of the laws supporting youth and mini football</li> <li>• Communicating skills verbal and written</li> <li>• Negotiating skills and tact</li> <li>• Diplomacy</li> <li>• Experience of working with Manchester county FAs' referee development lead, and programme</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• Divisional secretaries</li> <li>• Full Time Coordinator</li> <li>• League development officer</li> <li>• League Secretary</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• Referee development officer/coordinator</li> </ul>
League Child Safeguarding Officer	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Diversity and Inclusion Lead</li> <li>• League Chair</li> <li>• Manchester County C&amp;YP Safeguarding lead</li> <li>• League Trustees</li> <li>• League Management Committee</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To be part of the Salford &amp; Districts Football League Management Committee</li> <li>• Act as the main contact within S&amp;DFL for the protection and safeguarding of children and young people</li> <li>• To produce, maintain and as required update Child Protection and Safeguarding statement/policy for S&amp;DFL</li> <li>• Within S&amp;DFL promote agreed league and English FA's Child Protection and Safeguarding Policy and Procedures.</li> <li>• To provide advice and guidance to S&amp;DFL Management Committee and member clubs relating to the protection and the safeguarding of, and promotion of young players'</li> </ul>



	<p>welfare.</p> <ul style="list-style-type: none"> <li>• To provide advice to the league’s management committee regarding discipline issues relating to club officials, adult carers, and spectators that could constitute safeguarding issues.</li> <li>• As required liaise with the Manchester County FA C&amp;YP Safeguarding Officer</li> <li>• As required refer any child protection or poor practice concerns identified by member clubs to the Manchester County FA, and provide written reports.</li> <li>• To provide additional support to member clubs’ Child Welfare Officers.</li> <li>• If the Manchester County FA C&amp;YP Safeguarding Officer is unavailable or in circumstances of child protection/urgency, liaise with member clubs’ Welfare Officers to provide advice in contacting the FA/NSPCC Helpline, or Greater Manchester Police or appropriate local authority children’s services.</li> <li>• When required seek advice from appropriate Children’s Services or Greater Manchester Police in an emergency and the Manchester County FA C&amp;YP Safeguarding Officer is not contactable.</li> <li>• To encourage member clubs to discuss and implement The FA’s Child Protection Policy</li> <li>• To encourage member clubs to discuss and implement The FA’s Child protection and best practice guidance</li> <li>• To advocate that the Disclosure and Barring Service (DBS) is used as part of member clubs’ safeguarding initiatives.</li> <li>• To support member clubs in identifying those who require a Disclosure and Barring Service (DBS)</li> <li>• To provide up to date information and briefings for member clubs relating to the Safeguarding and welfare of children and Young People</li> <li>• Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.</li> <li>• As appropriate work with member clubs to maintain confidential records of reported cases and action taken, and liaise with the statutory agencies and ensure they have access to all necessary information.</li> <li>• As required coordinate child safeguarding training opportunities for member clubs</li> </ul>
Key Skills Knowledge and	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Good working knowledge of current research and safeguarding practice in sports settings</li> <li>• Good working knowledge of local child protection policies and practice</li> <li>• Experience of developing and delivering a range of staff development/training programmes relating to child protection C&amp;YP emotional well being mental health</li> <li>• Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> <li>• Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players, parents/carers</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Safeguarding Coordinator</li> <li>• Member Clubs CWOs</li> <li>• Divisional secretaries</li> <li>• Member club secretaries</li> <li>• Salford Safeguarding of Children Board</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion lead</li> <li>• League Child Safeguarding Co-ordinator</li> </ul>
<b>League Child Safeguarding Coordinator</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Diversity and Inclusion lead</li> <li>• League Safeguarding Officer</li> <li>• League Secretary</li> <li>• League Trustees</li> <li>• League Management Committee</li> <li>• Manchester County Safeguarding Officer Young Players/parents/carers</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Monitoring of clubs' behaviour and Respect Issues</li> <li>• Leading on the Implementation of the league's oversight of the FA's Respect programme</li> <li>• Supporting league safeguarding officer to develop and implement league safeguarding policy procedures and guidance</li> <li>• As required represent the league at Manchester County League child welfare officer</li> </ul>

	meetings
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Diplomacy</li> <li>• Awareness of League, CFA and FA rules (and boundaries of responsibility) and Disciplinary Procedures</li> <li>• Presentation Skills</li> <li>• Understanding of the Respect Programme and how it can be effectively applied through the league</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Safeguarding Officer</li> <li>• League Diversity and Inclusion Lead</li> <li>• League Discipline Officer</li> <li>• League Secretary</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Safeguarding Officer</li> </ul>
<b>Events Coordinator</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Trustees</li> <li>• League Secretary</li> <li>• League Development Officer</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To coordinate the planning of the leagues end of season “finals” days</li> <li>• To establish and chair a task and finish group to deliver agreed events</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Negotiating and diplomacy skills</li> <li>• Ability to use Microsoft office programmes</li> <li>• Experience of planning, organising and delivering a range of events</li> <li>• Effective verbal and written communication skills</li> <li>• Knowledge and skills to implement basic book keeping requirements</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League development officer</li> <li>• League Trustees</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• Members of task and finish group – membership varies season to season</li> </ul>
<b>Sponsorship Coordinator</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> </ul>

	<ul style="list-style-type: none"> <li>• League Treasurer /League Development Officer</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Attract sponsorship to increase league's revenue</li> <li>• As a result of increased exposure associated with sponsorship Increase the league's profile</li> <li>• To secure sponsorship to cover the running costs of the league's "finals" days</li> <li>• To provide regular feedback to league trustees and management committee about extent and scope of potential sponsorship agreements.</li> <li>• To link with league website coordinator to ensure all those individuals/organisations providing funding via sponsorship arrangements are "visible" on the league website.</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Negotiating and diplomacy skills</li> <li>• Ability to use Microsoft office programmes.</li> <li>• Knowledge of basic book- keeping and budgeting.</li> <li>• Effective verbal and written communication skills</li> <li>• Experience and knowledge of working with a wide range of stakeholders to develop sponsorship arrangements</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Treasurer</li> <li>• League development officer</li> <li>• League Trustees</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• Events Co-ordinator</li> <li>• League Treasurer</li> </ul>
<b>Management Committee Volunteer Recruitment Coordinator</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Diversity and Inclusion lead</li> <li>• League development Officer</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To take lead role in recruiting new volunteers to extend scope and capacity of the management committee</li> <li>• To implement a volunteer recruitment policy that enables the management committee to be more representative of Salford's diverse communities.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that membership of the management committee is refreshed and that there is sufficient capacity to deliver the range of required tasks to the agreed standards</li> <li>• Provide ongoing support/supervision for new volunteers during their probationary period.</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Negotiating and diplomacy skills</li> <li>• Ability to use Microsoft office programmes.</li> <li>• Effective verbal and written communication skills</li> <li>• Experience and knowledge of working with a wide range of stakeholders.</li> <li>• Working knowledge and experience of staff recruitment</li> <li>• Understanding of principles and values under pinning Equality Act 2010</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion lead</li> <li>• League Vice Chair</li> <li>• League Health and Well-being lead</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion Lead</li> <li>• League Safeguarding Officer and Co-ordinator</li> <li>• League Secretary</li> <li>• League Health and Well Being Co-ordinator</li> </ul>
<b>Diversity and Inclusion Lead</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Vice Chair</li> <li>• League Development Officer</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To work with league development officer and trustees to ensure both the league and management committee development is more representative of Salford's increasingly diverse communities</li> <li>• To ensure that the league develops and promotes opportunities for girls and women to be recruited to coaching/managers' roles, divisional secretaries' roles, and executive roles on the league management committee</li> <li>• To ensure the league's inclusion and diversity statement is put into practice</li> <li>• To ensure that young players who have additional needs are provided with reasonable</li> </ul>

	<p>opportunities/adjustments to allow them to participate in the sport.</p> <ul style="list-style-type: none"> <li>• Providing the league management committee with advice, guidance and support on equality and diversity issues</li> <li>• To provide leadership and oversight for a range of league roles: CWO/Safeguarding lead, Safeguarding Coordinator, Young Player &amp; Parent carer’s participation Lead, Volunteer Coordinator, Health &amp; Well Being Lead</li> <li>• Promoting changes within our member clubs and the wider community;</li> <li>• Using current league systems encourage the reporting of any incidents of discrimination;</li> <li>• Liaising with community groups and other relevant organisations, e.g. Greater Manchester Police, Salford Council and Public Health Commissioners and, Salford’s NHS trusts and Clinical Commissioning Group;</li> <li>• Raising awareness within member clubs and with our young players and parent carers,</li> <li>• Maintaining an up-to-date knowledge of anti-discriminatory legislation;</li> <li>• Helping to translate a range of policy and legislative requirements into practice to support member clubs to better meet any statutory requirements;</li> <li>• Working with the public and voluntary sectors in Salford to develop, implement and review inclusion policies in relation to youth sports.</li> <li>• Present reports and recommendations to league trustees; management committee and member clubs</li> <li>• Preparing and delivering presentations and workshops to trustees, management committee and a range of stakeholders who are associated with our member clubs</li> <li>• To ensure that the league has taken steps to be compliant with requirements outlined in the Equality Act 2010</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Good working knowledge of current research and best practice relating to diversity and inclusion in sports settings</li> <li>• A commitment to promoting equality and diversity;</li> <li>• Excellent written and oral communication skills, and good report-writing ability</li> <li>• Presentation and training skills</li> <li>• Cultural sensitivity</li> <li>• Experience of building relationships with key stakeholders;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to build the trust of member clubs and parent carers</li> <li>• Negotiation and persuasion, and conflict resolution skills;</li> <li>• Ability to work as part of a diverse team that has different levels of understanding of the subject area</li> <li>• Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players, parents/carers</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Development Officer</li> <li>• League Safeguarding Officer</li> <li>• League Health &amp; Wellbeing Co-ordinator</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Health &amp; Wellbeing Co-ordinator</li> <li>• League Safeguarding Co-ordinator</li> </ul>
<b>Health and Well being Co-ordinator</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Diversity and Inclusion Lead</li> <li>• League Development Officer/Vice Chair</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To develop policies and best practice guidance for member clubs to help young players and their parents/carers to maximise health and well being information</li> <li>• To develop practice guidance that focuses upon promoting positive emotional well being and mental health for all involved with football under the banner of the S&amp;DFL</li> <li>• Working with the league's communications lead develop social marketing messages for young players and their parent carers that has a focus on physical and mental health promotion</li> <li>• Develop relationships with Salford's public health specialists, voluntary sector organisations, and NHS commissioners</li> <li>• Provide an annual statement/report to be included in annual report that is presented to the AGM</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Working knowledge of research and best practice relating to health promotion in sports settings</li> </ul>

	<ul style="list-style-type: none"> <li>• A commitment to promoting improved emotional well-being and physical health of those who are involved with our leagues as a player, manager coach, league or club committee member, parent/carer or supporter</li> <li>• Excellent written and oral communication skills, and good report-writing ability</li> <li>• Presentation and training skills</li> <li>• Ability to communicate with children young people and their parent carers</li> <li>• Experience of building relationships with key stakeholders</li> <li>• Ability to build the trust of member clubs and parent carers</li> <li>• Negotiation, persuasion, and conflict resolution skills</li> <li>• Ability to work as part of a diverse team that has different levels of understanding of the subject area</li> <li>• Proven ability to speak in public to a range of audiences including member clubs,</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Development Officer</li> <li>• League Safeguarding Officer/Co-ordinator</li> <li>• League Diversity and Inclusion lead</li> <li>• League Communications lead</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion lead</li> </ul>
<b>Discipline Secretary</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Secretary</li> <li>• League Treasurer</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• As required implement league disciplinary processes</li> <li>• Provide notification of any actions to league secretary, league treasurer and age group secretaries</li> <li>• To report trends and issues to league secretary</li> <li>• Provide an annual statement/report to be included in annual report that is presented to the AGM</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Organisational skills and delivery of tasks against deadlines</li> <li>• Working knowledge of Microsoft Office application</li> <li>• Good written (including email) and oral communication skills, good report-writing</li> </ul>



	<p>ability</p> <ul style="list-style-type: none"> <li>• Ability to maintain records and provide reports for league trustees as required</li> <li>• Negotiation, persuasion, and conflict resolution skills</li> <li>• Awareness of League, CFA and FA rules (and boundaries of responsibility) and league Disciplinary Procedures</li> <li>• Understanding of the Respect Programme and how it can be effectively applied throughout the league</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Secretary</li> <li>• Divisional Secretaries</li> <li>• League Appeals Manager</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Secretary/Asst Secretary</li> </ul>
<b>Assistant League Secretary</b>	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Secretary</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• <b><i>NB It is considered that the role holder will succeed the secretary and that this role is part of the league's succession planning</i></b></li> <li>• To act as the league's complaints receiving officer</li> <li>• To support the league secretary to deliver tasks that are associated with the secretary's role and for which delegated support is required.</li> <li>• To act as league secretary in the post holder's absence (see league secretary's role description)</li> <li>• To attend League Trustees meetings</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> <li>• Proven organisational and administrative skills experience of producing agendas for, and minutes of a range of meetings</li> <li>• Proven ability to speak in public to a range of audiences including member clubs, league management committee members , M/cr county FA, young players, parents/carers local and regional press</li> <li>• Proven negotiation skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Delivery of tasks against deadlines</li> <li>• Understanding and knowledge of FA Rules and FA Directives</li> <li>• Working knowledge of Microsoft Office - Excel Word and PowerPoint</li> <li>• Knowledge of how work groups form and develop and perform</li> <li>• Knowledge of business planning and organisational change and transformation</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Secretary</li> <li>• League Chair</li> <li>• League Trustees</li> <li>• League Communications lead</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Secretary</li> <li>• League Development Officer</li> <li>• League Trustees</li> </ul>
Website coordinator	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Secretary</li> <li>• League Development Officer</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Contribute to the development and delivery of the league's social media strategy</li> <li>• Updating and creating content on our website, under the direction of the communications lead and league trustees.</li> <li>• Development of relationships with social media "influencers"</li> <li>• Photo editing of images relating to the league's activities</li> <li>• Management of audio written and video uploads for the league website</li> <li>• Contributing to the development of new online resources as part of the league's increased digital presence</li> <li>• Monitoring and reporting of social media activity</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of website design and html code. Is familiar with publishing programs like Adobe</li> <li>• Exhibits proficiency in Microsoft Office Suite including Word, Power Point, and Outlook</li> <li>• Demonstrable ability to think creatively and analytically</li> <li>• Proven negotiation skills</li> <li>• Delivery of tasks against deadlines</li> </ul>

	<ul style="list-style-type: none"> <li>• Proven communication skills both verbally and in writing (including email) across a range of appropriate partners</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Development Officer</li> <li>• League Secretary</li> <li>• League Communication Lead</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Development Officer</li> <li>• League Communications Lead</li> </ul>
Young Player & Parent/Carers' Participation Lead	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Diversity and Inclusion lead</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• To work with Salford Council's young persons' participation leads to develop an effective young players' voice for our league</li> <li>• To work with children and young people to engage them in a variety of participation activities and support them in having a genuine influence within the league and externally</li> <li>• To lead on the development and implementation of a league participation strategy - including the planning and facilitation of a range of activities and events to engage with young players and parents/carers.</li> <li>• To work with children and young players to explore a creative and imaginative approach to participation that will keep the young people interested and excited by the work of the groups</li> <li>• Embed young player and parent/carer participation and involvement, including developing action plans that will enable young players to contribute to league planning and delivery.</li> <li>• To develop the participation and involvement of young people in designing, shaping and evaluating the way the league supports football for children and young people in Salford</li> <li>• Use flexible and creative approaches to participation and involvement to engage with young people within</li> <li>• Ensure that participation activities are open to the widest range of young players playing football or would like to play football under the umbrella of the league. This group of young people could including those who are harder to reach such as asylum</li> </ul>

	seekers, disabled children, children with Looked after children , children of a young age and those with literacy or communication problems
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• Ability to communicate with children and young people using a variety of media</li> <li>• Confident in the safe use of a number of social media platforms</li> <li>• Ability to help young players translate their views into league plans and delivery</li> <li>• Ability to provide feedback to young players and sustain their involvement</li> <li>• Experience of working with young people from diverse communities</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion lead</li> <li>• League CWO/Safeguarding lead</li> <li>• Divisional/age group secretaries</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Diversity and Inclusion lead</li> <li>• League CWO/Safeguarding lead</li> </ul>
League Communications lead	
Accountability	<ul style="list-style-type: none"> <li>• Young Players/parents carers</li> <li>• S&amp;DFL Member clubs</li> <li>• League Secretary</li> <li>• League Trustees</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>• Lead role to facilitate the league’s communication with a range of audiences, including young players/referees, parents and carers, member clubs, sponsors and potential sponsors, local media outlets including radio, Manchester County FA, public and voluntary services in Salford and the community.</li> <li>• Ensure all of the league’s key stakeholder’s are informed, where appropriate, of national FA and league developments/decisions.</li> <li>• Plan and create multi-media communications materials</li> <li>• Ensure consistent branding is used and act as a brand champion</li> <li>• Help maintain and build a positive reputation for the league</li> <li>• By effectively communicating with the league’s key stakeholders build a positive reputation for the league</li> <li>• Commission surveys or contact members of the league’s key stakeholder groups to discuss their views.</li> <li>• Write or adapt press releases about league and national FA developments</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop and maintain league distribution lists</li> <li>• As required prepare and deliver media appeals – linked to sponsorship, health and well being, diversity and inclusion, best practice in youth football.</li> <li>• Across a variety of traditional and digital news platforms develop news and features relating to the work of the league.</li> </ul>
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> <li>• A good understanding of what content works best on each media platform</li> <li>• IT literacy and good working knowledge of Microsoft Office application (especially Word, Publisher and PowerPoint)</li> <li>• Demonstrable strong writing and editing skills.</li> <li>• Ability to communicate clearly and effectively both orally and in writing</li> <li>• Exhibits excellent interpersonal skills.</li> <li>• Ability to create and maintain a network of supportive stakeholders.</li> <li>• Demonstrable strong leadership skills.</li> <li>• Experience of working well with a variety of different individuals.</li> <li>• Organisational skills and delivery of tasks against deadlines</li> </ul>
Key Relationships	<ul style="list-style-type: none"> <li>• League Secretary</li> <li>• League Chair</li> <li>• League Trustees</li> <li>• League Website Coordinator</li> <li>• League Diversity and Inclusion lead</li> </ul>
Role Sharing	<ul style="list-style-type: none"> <li>• League Website Coordinator</li> <li>• League Development Officer</li> </ul>

Appendix 1

# Salford & Districts Football League

