



Blackburn Rovers Community Trust

'Inspiring change in **our** community - **together**'

Job Specification

HR & Safeguarding Officer

Official charitable arm of Blackburn Rovers Football Club

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom
rovers.co.uk | @brfctrust | 01254 508139





Organisation

Position

Location

Type of Contract

Additional Benefits:

Blackburn Rovers Community Trust (BRCT)

HR & Safeguarding Officer

**Blackburn Rovers Football Club, Ewood Park Stadium,
Blackburn, BB2 4JF**

Full time – permanent

- 25 days annual leave + bank holidays
- Flexible working location/arrangements (where possible)
- Pension scheme
- Generous sick pay scheme
- An internal staff wellbeing group
- Continuous personal development opportunities
- Additional pay for working matchday and community initiatives
- Official Blackburn Rovers staff uniform/tracksuit
- Access to a multi-faith prayer room
- 50% discount on food and drink during the week in Blues Bar, Ewood Park
- Complimentary lunch on pay day at Blues Bar
- Family friendly
- Access to complimentary staff match tickets
- Free parking at Ewood Park



“Inspiring change in our community - together”

What we look for:

At Blackburn Rovers Community Trust, we strive to create an environment where each and every employee has the potential for personal growth and where their impact directly drives success on and away from the pitch.

As the official charity of a prestigious professional football club, we are committed to building careers and are always look for people who:

- Think ahead and are not afraid to generate innovative ideas
- Value and respect themselves and others, build relationships, collaborate across the Community Trust and club and prioritise the Community Trust's achievements rather than their own
- Get things done efficiently and effectively, deliver to the highest standards and take responsibility

Life at Blackburn Rovers Community Trust:

Our staff and volunteers are our most important and greatest assets and we provide a vibrant, enjoyable and rewarding work environment.

The Community Trust operates out of two main core sites:

- Ewood Park (Darwen End Stand and the Blackburn Rovers Indoor Centre)
- Our Lady and St John's Catholic College

Supporting the two core sites, we operate from a number of schools, community centres and grassroots settings.

Who we are:

Blackburn Rovers Community Trust (BRCT) is a successful award-winning charity that is continuing to grow as a sustainable dynamic organisation that positively impacts on the local community. We employ over 45 full-time staff and engage with over 40,000 people annually. We are dedicated to providing the best possible services to local people through a variety of programmes which aim to upskill, create opportunities and improve the health of those we serve.





Our Vision, Mission and Values

Given the needs that our charity has identified within the local area, we have formulated a strategy to ensure that these requirements are met by our charity, providing support and opportunities for those who need them the most.

Our Values

We have a dedicated and determined group of staff who are all committed to ensuring that our values are embedded in everyday thinking, from planning to fundraising to delivery. It is essential that all connected with Blackburn Rovers Community Trust share in these values to assist us in achieving our ambitions of:

- Building positive partnerships with like-minded organisations.
- A pro-active style in progressing the impact and quality of our work.
- An open and honest approach to working with all parts of our community.
- To ensure that anyone who wants to engage with the Trust can do so.

Our Vision is to:

Inspire change
Raise aspirations
Invest in futures
Improve health & wellbeing
Provide sports opportunities
Build a more inclusive community

Our Core Values:

Innovation
Creativity
Individuality
Inclusivity
Diversification
Proactivity
Ambition
Determination
Principles
'Family'

Our Pillars:

Encouraging Achievement
Enhancing wellbeing
Fulfilling potential
Success through sport



1.	Job Title	HR & Safeguarding Officer
	Hours of Work	You will be expected to work a minimum of 37.5 hours per week, excluding lunch breaks. The role may include evening and weekend hours.
	Location	Blackburn Rovers Football Club, Ewood Park, Blackburn, BB2 4JF (and remote as agreed with line manager)
	Responsible To	Finance, People and Policy Director
	Contractual Status	Full Time – permanent
	Closing Date	Monday 22 nd June 2026 @ 5pm
	Interview Date	W/C Monday 22 nd June 2026
2.	Overall purpose of the Job	Blackburn Rovers Community Trust (BRCT) is the award-winning official charity of Blackburn Rovers FC. The HR & Safeguarding Officer will provide high-quality generalist HR support and advice across the Trust, supporting managers and employees throughout the employee lifecycle and contributing to a positive, inclusive and high-performing workplace culture. The role will also support the effective implementation and monitoring of safeguarding policies and procedures across the organisation, helping to ensure the welfare and safety of children, young people, vulnerable adults, staff and volunteers. Working closely with the Finance, People and Policy Director, the postholder will support safer recruitment, employee wellbeing, compliance, learning and development, safeguarding culture and continuous organisational improvement.
3.	Duties and Responsibilities	• Support the effective implementation and promotion of safeguarding policies, procedures and safer working practices across the Trust. • Provide safeguarding advice and support to staff in line with organisational policies and procedures, escalating concerns where appropriate. • Monitor and triage safeguarding concerns and records using safeguarding reporting systems, ensuring accurate, confidential and GDPR-compliant record keeping. • Immediately escalate high-risk or serious incidents to Senior Safeguarding Manager. • Support safeguarding investigations, audits, compliance requirements and reporting processes, identifying trends, learning opportunities and areas for improvement. • Coordinate safeguarding training plans and mandatory safeguarding compliance for staff, volunteers and contractors. • Attend relevant safeguarding meetings and maintain up-to-date knowledge of safeguarding legislation, guidance and best practice. • Support management of low-level concerns and whistleblowing processes.

		• Provide day-to-day HR advice and support to managers and employees on policies, procedures and employee-related matters, escalating complex issues where appropriate. • Support safer recruitment, onboarding and off-boarding processes, ensuring all compliance documentation is completed and recorded accurately. • Coordinate recruitment activity including preparing job descriptions, posting adverts and supporting interview processes. • Maintain HR systems, employee records and compliance trackers, including DBS checks, references and right to work documentation. • Support employee lifecycle processes including contracts, policy documentation, absence management, wellbeing initiatives and performance management. • Assist with employee relations matters including, promotions, restructures, investigations, disciplinary and grievance processes. • Support the development and review of HR policies, systems and processes to promote compliance, efficiency and continuous improvement. • Produce HR and safeguarding reports, workforce insights and compliance data for senior leaders, Trustees, governing bodies and external partners where required. • Support staff induction, training, mandatory compliance and continuous professional development across the organisation. • Work collaboratively with managers, external agencies and support services to ensure effective people and safeguarding practices. • Any other duties reasonably required by the Finance, People and Policy Director.
4.	General	Act at all times as an ambassador for Blackburn Rovers Community Trust and the Blackburn Rovers brand. Demonstrate a commitment to continuous improvement, safeguarding, wellbeing and inclusion, contributing positively to the Trust's culture, values and strategic objectives.
5. Person Specification		
	Essential	Desirable
Knowledge	• Excellent knowledge of Human Resources practices. • Good knowledge of safeguarding practices and procedures. • Good knowledge and understanding of UK employment law. • Knowledge of Data Protection and confidentiality.	

Experience	• Experience providing HR administrative or advisory support within a busy organisation. • Experience using HR systems/databases. • Experience managing confidential and sensitive information appropriately. • Experience supporting recruitment, onboarding and employee lifecycle processes. • Working with an external HR company to facilitate expert advice • Experience working within safeguarding procedures and practices. • Report writing. • Experience maintaining accurate records and compliance documentation.	• Experience within a charity, football, education or community setting. • Experience supporting employee relations casework. • Experience working with confidential safeguarding or welfare-related information. • Experience coordinating safeguarding training and compliance.
Qualifications	• GCSE Maths and English (or equivalent). • CIPD Level 5 qualification or working towards. • FA Safeguarding qualification (or willingness to complete). • Safeguarding Children certificate (or willingness to complete immediately). • Equality, Diversity and Inclusion training/awareness.	• CIPD Level 7 qualification. • Mental Health First Aid qualification. • Safer Recruitment training. • FAA3 Safeguarding.
Skills	• Good judgement and decision-making skills. • Good analytical skills. • Highly organised with attention to detail. • Ability to assess risk, make sound decisions, and maintain accurate records • The ability to deal with all information with discretion and confidentiality. • The ability to work flexibly to meet the needs of the business. • The ability to work within a fast-paced environment with tight deadlines. • Excellent communication and interpersonal skills. • Ability to build positive working relationships across all levels of the organisation. • Ability to prioritise workload and manage competing demands	

	effectively. • Ability to handle sensitive situations professionally and calmly. • Strong administrative and organisational skills. • Good IT skills including Microsoft Word, Excel and Outlook.	
Values and Personal Attributes	• Passion for community impact. • High level of emotional intelligence. • Strong alignment with the values and mission of Blackburn Rovers Community Trust. • Clear commitment to safeguarding, inclusion and equality. • Collaborative, supportive and accountable approach.	• Interest in football, sport and social impact.

Please note:

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and several whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

Equality, Diversity and Inclusion:

As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

You can see Blackburn Rovers Community Trust's 2025 Impact Highlights [HERE](#)

You can view our 2024 Impact Report by clicking [HERE](#).

