Safeguarding Case Officer (Scotland and Northern Ireland)

Full-time permanent contract. 40 hrs per week.

Department:	MOD Cadet Support	**Level:**	Leadership-1
Reporting to:	Deputy Chief Executive	**Location:**	Redford Barracks, Edinburgh

Job Description

Purpose of the Post

You will form part of a small satellite team of Safeguarding Case Support Officers (SCSOs). Overseen by a Senior Caseworker Manager, you will assess and decide on safeguarding allegations and concerns within the Army Cadets across Scotland and Northern Ireland. You must be an appropriately qualified and experienced safeguarding professional, capable of conducting child safeguarding investigations and adept at collaborating with multiple agencies.

You will collaborate closely with a range of people, including children, families, volunteers, and staff within the Army Cadets, as well as representatives from other organisations such as Social Services and the Police. You will offer safeguarding guidance and assistance, manage a caseload of safeguarding cases, conduct inquiries, and make decisions centred around the welfare of the child. When necessary, you will refer cases to Disclosure Scotland or similar bodies.

Principal Responsibilities

A Safeguarding Caseworker is required to deliver against the following areas.

- Work in a child centred way by promoting the wellbeing and safeguarding of children above other factors.
- Undertake enquiries and determine the suitability of individuals to remain in the Army Cadets.
- Manage safeguarding cases.
- Utilise sound professional judgement to make decisions on safeguarding cases

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- Participate meaningfully in regular professional supervision.
- Seek and engage with opportunities for continuous professional development.

Specific Responsibilities

Safeguarding Casework & Advisory

- Manage and undertake safeguarding casework within Scotland and Northern Ireland.
- Act as a subject matter expert on PVG (Scotland) and Access NI processes, providing advice and guidance to colleagues.
- Support counter signatories in managing the devolved disclosure processes, providing advice, guidance and signposting.
- Complete all necessary documentation, ensuring full and accurate records are maintained.

Stakeholder Engagement & Partnership Working

- Liaise with:
    - Police Scotland, PSNI, Children's Reporter, Social Care, and other statutory agencies
    - Other MOD-sponsored youth organisations developing opportunities for collaboration and a tri service approach to safeguarding.
    - Organisational policy leads to ensure that safeguarding is mainstreamed throughout cadet and adult training
    - Other uniformed youth organisations to develop areas for collaboration and training.
    - Disclosure Scotland and Access NI.
- Attend and contribute to multi-agency forums, including:
    - PMAP
    - Channel
    - MAPPA
    - MARAC
    - Training and networking opportunities
- Represent the organisation at local and national levels set against the devolved context.

Governance & Assurance

- Conduct assurance visits and checks on unit activity, including recruitment, safeguarding training and mandated governance.
- Maintain oversight of safeguarding practices across the area of responsibility
- Ensure effective information-sharing arrangements with key partners, developing these processes where none currently exist.

Policy, Legislation & Guidance

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- Maintain expert knowledge of relevant national safeguarding statutory guidance including:
    - Children and Young People (Scotland) Act 2014
    - GIRFEC (Getting it Right for Every Child)
    - Cooperating to Safeguard Children and Young People in Northern Ireland
    - Data protection legislation and regulations
- Provide direction aligned with devolved legislation and national policy.

Training & Development

- Review and assure safeguarding training materials for accuracy and legislative compliance.
- Support consistent safeguarding practice across the areas of responsibility.

Analysis & Insight

- Analyse safeguarding referrals to:
    - Identify trends
    - Highlight risks and development areas
- Produce analytical outputs to inform local, regional and national decision-making.
- Collaboration & Leadership
- Engage with SO2 Cadets and JMCs, bringing a devolved perspective to UK-wide discussions.
- Provide visible leadership and maintain strong communication with internal and external stakeholders.

General

- Undertake continuous professional development (CPD) as required using national and local resources.
- Any other task as required by ACCT UK.

This role involves handling cases across a broad geographical area, which requires occasional travel anywhere in the UK and overseas.

Although the role primarily operates during regular working hours from Monday to Friday, some flexibility is required to engage with young people and volunteers outside of their school and work commitments. Additionally, SCSOs may need to participate in an out-of-hours duty schedule which, if activated, would result in additional allowances being payable.

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Army Cadet Charitable Trust UK

Person Specification

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	• Diploma or Degree in a relevant subject area. • Evidence of continuing personal and professional development	• Level 4 Safeguarding qualification. • Security Clearance	Application, interview, certificates
Experience and knowledge	• Front-line safeguarding interventions and/ or risk assessment of perpetrators of abuse. • Sound knowledge of safeguarding interventions. • Understand legislative requirements for safeguarding young people.	• Have worked as a Social Worker, Police Officer, Teacher, Youth Worker Youth Offending Officer or Probation Officer. • Significant previous experience in a lead safeguarding role within a school or another youth organisation.	Application, interview, references
Skills and ability	• Information gathering and analysis skills • Demonstrable success in establishing effective working relationships across a range of organisations at all levels • Excellent written and verbal communication skills		Application, interview, references

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