Job Title:	Safeguarding Officer
Reports to:	Safeguarding Manager
Location:	Shaw House, Oxford/flexible working
Hours:	35 hours per week
Salary:	£33,000 plus £2,500 car allowance

RABI is the farmers charity.

RABI supports farming people across England, Wales and NI with expert, one-to-one practical, financial and emotional help, all year round. From confidential advice and mental health support to direct financial assistance, their tailored services respond to the unique challenges of farming life.

At the heart of RABI's mission is a commitment to strengthening resilience; helping farming people feel valued, supported and better equipped to navigate uncertainty and change. RABI is working to close the farming wellbeing gap and build a future where farming people can thrive.

Over the past 25 years alone, RABI has delivered more than £250 million in direct financial support to farming people, whilst the charity's professional counselling service has provided 11,500 free sessions to farming people since 2022. RABI's wrap-around support services continue to evolve, reaching more people year on year.

RABI is on a journey to help shape a future farmers deserve.

ROLE OVERVIEW:

The Safeguarding Officer is responsible for delivering high-quality operational safeguarding across RABI, ensuring safeguarding concerns involving beneficiaries are managed consistently, professionally and in accordance with legislation, statutory guidance and organisational policy.

Working as one of two Safeguarding Officers, the postholder provides specialist safeguarding advice, guidance and support to colleagues across England, Wales and Northern Ireland. The role manages safeguarding concerns from initial notification through to resolution, undertakes safeguarding risk assessments, coordinates safeguarding activity, maintains accurate safeguarding records, supports multi-agency working and contributes to achieving safe outcomes for beneficiaries.

Working closely with the Safeguarding Manager, the second Safeguarding Officer and the Designated Safeguarding Lead, the postholder contributes to the continuous improvement of safeguarding practice, supports organisational safeguarding awareness and helps maintain a resilient safeguarding service through collaborative working and continuity of operational delivery.

Key Accountabilities

1. Operational Safeguarding

- Work alongside the Safeguarding Manager and Designated Safeguarding Lead to support the continuous development and implementation of safeguarding practice across the organisation.
- Act as an operational point of contact for staff, volunteers and external partners regarding safeguarding concerns and queries, providing advice and guidance whilst escalating complex or high-risk matters appropriately.
- Manage safeguarding concerns from initial notification through to resolution, ensuring concerns are assessed, risk managed, recorded and progressed in accordance with legislation, statutory guidance and RABI policies and procedures.
- Undertake safeguarding risk assessments, exercising professional judgement to support proportionate, person-centred and defensible safeguarding decision-making.
- Promote professional curiosity, reflective practice and consistent safeguarding approaches across the organisation.
- Provide delegated Deputy Designated Safeguarding Lead cover in the absence of both the Designated Safeguarding Lead and both Deputy Designated Safeguarding Leads, in accordance with RABI policies, procedures and delegated authority.

2. Professional Advice and Guidance

- Provide specialist safeguarding advice, guidance and practical support to Regional Support Officers, managers, staff and volunteers to support the effective management of safeguarding concerns and increase confidence in safeguarding practice.
- Support colleagues to recognise safeguarding concerns, understand safeguarding responsibilities and apply safeguarding procedures consistently.
- Support the Safeguarding Manager in developing and delivering safeguarding training, awareness sessions and operational guidance for staff and volunteers.
- Effectively engage with staff and volunteers across RABI to promote safeguarding awareness, encourage good practice and embed a positive safeguarding culture.

3. Case Management, Recording and Information Management

- Maintain day-to-day administration, quality assurance and oversight of safeguarding records within RABI's case management system, ensuring information is accurate, timely, complete and compliant with organisational standards.
- Follow up safeguarding recording queries and support colleagues in maintaining high-quality safeguarding records.
- Prepare and provide operational safeguarding information, data, trends and case information to support the Safeguarding Manager in producing monthly, quarterly and annual safeguarding reports.
- Produce clear, evidence-based safeguarding documentation and maintain confidentiality in accordance with information governance requirements.
- Identify emerging safeguarding themes, trends and learning to support continuous improvement of safeguarding practice.
- Monitor safeguarding activity to ensure agreed actions are completed appropriately and within agreed timescales.
- Maintain confidentiality and information governance standards in accordance with organisational policy and legislation.

4. Partnership Working

- Develop and maintain effective working relationships with Adult and Children's Social Care, Police, Health Services, Mental Health Services, Domestic Abuse Services, counselling providers and other statutory and voluntary sector partners.
- Coordinate safeguarding referrals and information sharing, ensuring referrals are timely, appropriate and well evidenced.
- Represent RABI appropriately within multi-agency safeguarding discussions and maintain effective working relationships that support positive outcomes for beneficiaries.
- Maintain an up-to-date knowledge of safeguarding legislation, guidance and referral pathways across England, Wales and Northern Ireland.

5. Service Delivery and Continuous Improvement

- Promote and champion safeguarding practice across all departments, supporting compliance, increasing staff awareness and embedding safeguarding within everyday practice.
- Maintain effective working relationships with internal teams, including Volunteering, Partnerships, Fundraising, Campaigns and other departments, providing safeguarding advice on new initiatives and emerging projects.
- Maintain up-to-date knowledge of safeguarding legislation, statutory guidance and best practice, proactively engaging with professional networks and partner organisations to ensure RABI continues to deliver high-quality safeguarding practice.
- Manage referrals into RABI's counselling provision, ensuring agreed service standards and referral processes are maintained.
- Facilitate safeguarding supervision sessions with Regional Support Officers and Regional Support Managers where agreed by the Safeguarding Manager.
- Support the management and monitoring of RABI's StaySafe lone working system.
- Work collaboratively with the Safeguarding Manager and second Safeguarding Officer to ensure continuity of safeguarding provision during periods of leave, absence or increased operational demand.
- Undertake any other duties commensurate with the responsibilities and grading of the role.

Decision Making and Autonomy

The Safeguarding Officer manages a varied operational safeguarding caseload, exercising professional judgement within legislation, statutory guidance and organisational policy.

The postholder independently assesses safeguarding concerns, determines appropriate safeguarding actions and coordinates operational safeguarding interventions. Complex safeguarding concerns involving significant organisational, legal or reputational risk are escalated to the Safeguarding Manager.

Strategic safeguarding leadership, policy development, organisational assurance, resource management and line management remain the responsibility of the Safeguarding Manager.

Key Working Relationships

Internal

- Safeguarding Manager
- Second Safeguarding Officer
- Regional Support Officers
- Service Delivery colleagues
- Managers, staff and volunteers

External

- Adult and Children's Social Care
- Police
- Health Services
- Mental Health Services
- Domestic Abuse Services
- Counselling Providers
- Voluntary and Community Organisations
- Other safeguarding partners

Person Specification

Qualifications and Professional Development

Essential

- Educated to degree level or able to demonstrate equivalent knowledge and experience gained through professional practice.
- A recognised safeguarding qualification or evidence of substantial safeguarding training relevant to the role.
- Commitment to maintaining continuing professional development and keeping knowledge of safeguarding legislation, guidance and best practice up to date.
- Willingness to undertake further training appropriate to the requirements of the role.

Desirable

- Specialist safeguarding qualifications or accredited safeguarding training.
- Mental Capacity Act, Domestic Abuse, MARAC, Prevent, suicide prevention or trauma-informed practice training.
- Membership of a relevant professional body.

Knowledge

Essential

- Sound knowledge of safeguarding legislation, statutory guidance and best practice relating to adults.
- Understanding of safeguarding principles, risk assessment, information sharing and multi-agency working.
- Knowledge of the roles and responsibilities of statutory safeguarding partners.
- Understanding of professional boundaries, confidentiality, consent and information governance.
- Knowledge of safeguarding practice within complex family situations, domestic abuse, mental ill health, self-neglect, exploitation, substance misuse and other safeguarding risks.
- Understanding of equality, diversity, inclusion and the impact of discrimination and disadvantage on vulnerability.

Desirable

- Knowledge of safeguarding arrangements across England, Wales and Northern Ireland.
- Sound knowledge of safeguarding legislation, statutory guidance and best practice relating to children.
- Understanding of safeguarding within charities or community-based services.
- Awareness of issues affecting farming and rural communities.

Experience

Essential

- Substantial experience of managing safeguarding concerns relating to adults.
- Experience of managing safeguarding concerns within a professional setting.
- Experience of undertaking safeguarding risk assessments and making defensible safeguarding decisions.
- Experience of providing safeguarding advice and guidance to colleagues.
- Experience of working collaboratively with statutory agencies and partner organisations.
- Experience of maintaining accurate, confidential and legally compliant case records.
- Experience of managing competing priorities within a busy operational environment.

Desirable

- Experience within the voluntary or charity sector.
- Experience of coordinating safeguarding referrals.
- Experience of contributing to safeguarding training or awareness programmes.
- Experience of using electronic case management or customer relationship management systems.
- Experience of supporting organisational service improvement.

Skills and Abilities

Essential

- Excellent interpersonal and communication skills, with the ability to communicate effectively with people from a wide range of professional and personal backgrounds.
- Ability to build positive and credible working relationships with colleagues and external partners.
- Excellent analytical skills with the ability to assess complex information, identify risk and exercise sound professional judgement.
- Ability to make timely, evidence-based decisions while balancing risk, professional guidance and organisational responsibilities.
- Strong organisational skills with the ability to prioritise competing demands and manage a varied workload.
- Excellent written communication skills with the ability to produce clear, accurate and professional records and reports.
- Ability to handle sensitive and confidential information appropriately.
- Competent user of Microsoft Office applications and electronic case management systems.

Desirable

- Experience of delivering presentations or training.
- Ability to analyse safeguarding data and identify emerging themes.
- Experience of contributing to policy or procedural development.

Personal Attributes

The successful postholder will demonstrate:

- Integrity, professionalism and sound ethical judgement.
- Empathy, compassion and respect for the dignity and individuality of beneficiaries.
- Resilience and the ability to remain calm when managing complex or emotionally demanding situations.
- Professional curiosity and a commitment to understanding the wider context of safeguarding concerns.

- Confidence to provide constructive challenge where safeguarding practice requires improvement.
- Commitment to collaborative working and continuous learning.
- A proactive approach to problem-solving and service improvement.
- Flexibility and adaptability in response to changing organisational and operational priorities.

Additional Requirements

- Enhanced DBS clearance.
- Ability to travel throughout England, Wales and Northern Ireland.
- Full UK driving licence and access to a vehicle.
- Flexible approach to occasional travel and operational requirements.
- Commitment to safeguarding, confidentiality, equality and professional standards.

This role profile is not exhaustive and is subject to review in conjunction with the postholder, as per future developments at RABI.

Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.

BENEFITS:

- 28 days annual leave plus bank holidays (based on full-time working).
- Enrolment to Nest on commencement of employment and then opportunity to join RABI's group pension scheme with Standard Life where RABI make contributions equivalent to 10% of your basic salary, provided you make a personal contribution of 5%.
- Life assurance from day one.
- Access to our Employee Assistance Programme.
- Support with personal and professional development.
- On site parking.

RABI is proud to be an equal opportunity employer. It aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI because of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process is designed to ensure that individuals are selected based solely on their relevant skills, experience, qualifications and abilities.