



**WORKING  
WITH US  
APPLICATION  
PACK**

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# Welcome from Martin Coles, CEO



Thank you for your interest in working with us. This is a special and unique charity with a distinctive vision, talented staff and a huge number of passionate volunteers. Our beneficiaries (i.e. our cadets and seafarers) are at the heart of what we do and we are proud that we help so many young people and seafarers to seize a better future.

This is an exciting time for MSSC. We have a clear vision and strategy driving us forward. We're ambitious in our plans to maximise our impact and we will continue to evolve as a charity to make sure we achieve our goals.

Our values play a key part in determining our ways of working. We want employees who are passionate about what we do, who understand why we're here and recognise the significant impact we can have on our cadets and seafarers lives. We want employees who are driven to succeed and who want to work in line with our values to change lives.

I hope after reading through this application you'll see what an incredible charity MSSC is and you will be inspired to apply.

We look forward to receiving your application pack and hopefully welcoming you into our charity in the future.

Kind regards

**Martin Coles, CEO**

# What we do and our impact

We are a charity that helps launch young people for life today whatever they want to do after school and helps seafarers to keep learning all their lives.

Our vision is to be the leading maritime charity for youth development and lifelong learning.

Specifically for Sea Cadets the charity works across the country to give youngsters some balance in their life. With 160 years experience, we're helping teenagers from all backgrounds, every week via a network of 9,000 volunteers through 400 units, some in the hardest hit regions of Britain, to launch well for life. Our close links with the Royal Navy, their traditions and ethos inform much of the nautical activity.

The charity helps them cope better, enjoy what life brings and encourage new ways of thinking and acting. Through a range of different adventures on land and on the water the charity offers a chance to learn from one another, build skills, resilience and self-belief through adventure, discipline and developing a sense of family and purpose often lacking in their home lives.

The Marine Society has a long history of supporting the maritime sector and is one of the country's oldest charities – established in 1756. It supports all seafarers through distance learning programmes, making study available via distance learning which can enhance their careers and personal development. It offers a range of

scholarships to support that self-improvement. The charity also provides libraries to ships and installations, supporting crew well being and professional development through a variety of titles.



# Our values

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support.

## RESPECT

We are professional, courteous and considerate.

## LOYALTY

We put the charity first and all work together to achieve our shared goals for seafarers and cadets.

## SELF-DISCIPLINE

We are planned and structured in our work and we take responsibility.

## COMMITMENT

We are positive and go the extra mile to deliver our objectives.

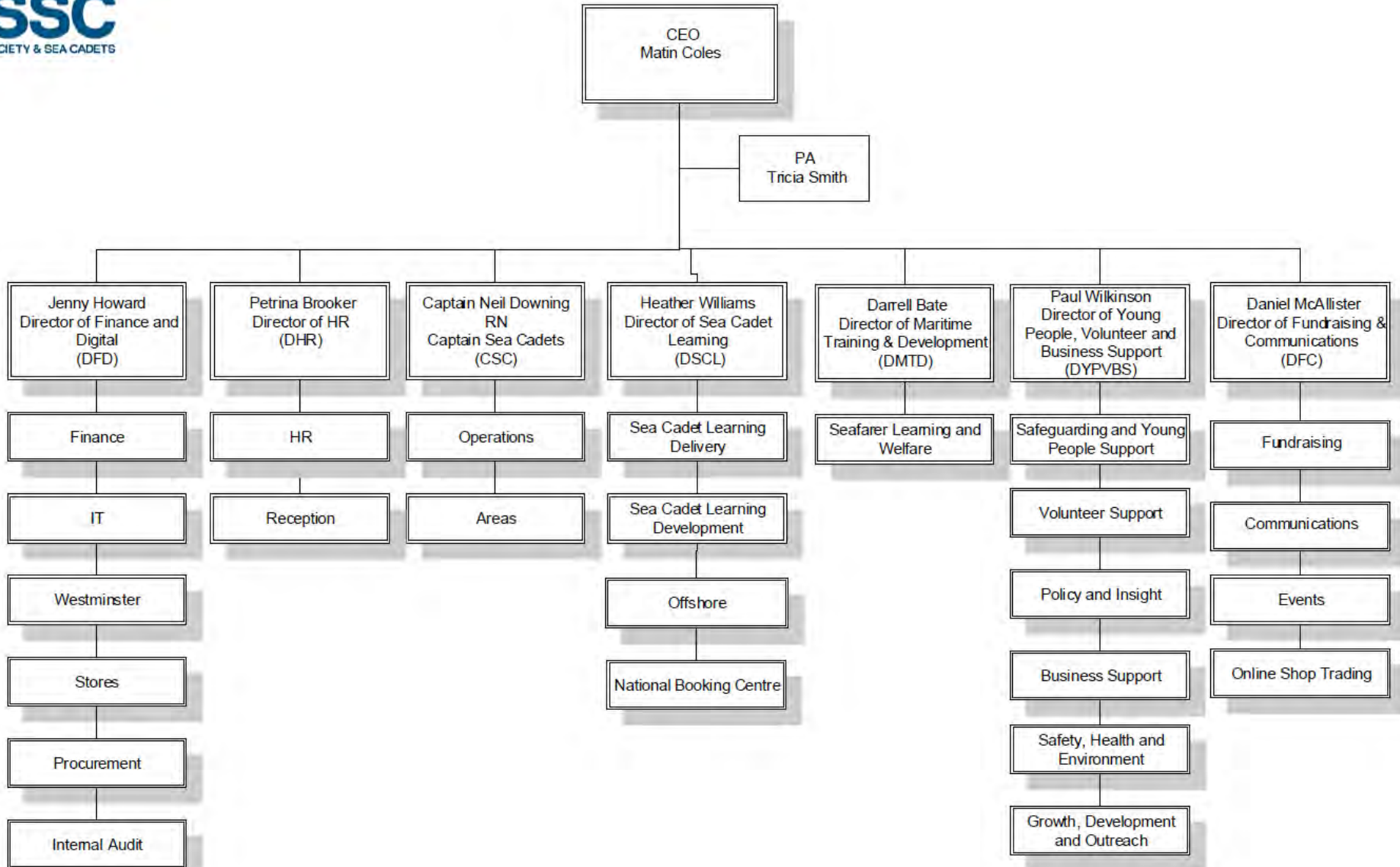
## HONESTY & INTEGRITY

We are open and honest, and we treat each other fairly.

## COURAGE

We do what we know is right and support our colleagues to do the same.





# Job description

**Job Title:** Safeguarding Officer  
**Line Manager:** Safeguarding Manager  
**Location:** MSSC National Support Centre, London, SE1 7JY

## CONTEXT

The Marine Society & Sea Cadets (MSSC) is a vibrant and growing charity delivering life changing nautical adventure for young people through the Sea Cadets to give them the best possible head start in life. We also provide personal and professional development opportunities for seafarers with the Marine Society. Working with our staff, cadets and volunteers, we have built a vision and strategy to take us forward and further improve the astounding contribution already made through our work to the lives of thousands of young people and seafarers, while fully supporting our volunteers who are vital to our success.

## OUR VISION:

To be the leading maritime charity for youth development and lifelong learning.

## FOR THE MARINE SOCIETY IN PARTICULAR

To give the best possible lifelong learning opportunities to seafarers tailored to their individual needs.

## FOR SEA CADETS IN PARTICULAR

To give young people the best possible head start in life through nautical adventure and fun.

## OUR VALUES

Respect, Loyalty, Self-Discipline, Commitment, Courage, Honesty & Integrity

## ROLE DETAILS

MSSC is committed to ensuring that the safety (and safeguarding) of our cadets, volunteers and employees is paramount and underpins everything that we do. The role supports

The Safeguarding Officer is a full-time employee of MSSC, and is line managed by the Safeguarding Manager and or the Head of Safeguarding & Young People Support. They will work across MSSC with staff and volunteers to promote a robust and proactive safeguarding culture and will manage external functional relationships with:

- Local Authority Designated Officers
- Other voluntary sector agencies
- Statutory and law enforcement agencies

The role is based at MSSC National Support Centre and will require some travel to other MSSC and Sea Cadet Corps (SCC) facilities, sometimes at short notice. There is some occasional work at evenings and weekends in order to fulfil its responsibilities. There is also a requirement to cover and 'out of hours duty rota – shared across the team.

Due to the nature of the work, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the post holder will be required to undergo an enhanced criminal records check.

## PURPOSE OF THE ROLE

To provide professional advice and support on safeguarding matters to staff and volunteers, ensure as an organisation we are fully compliant in our safeguarding case management and statutory duty and responsibilities. Managing safeguarding casework in as well as liaising and meeting with external bodies, and occasionally delivering training.

# Job description

## KEY RESPONSIBILITIES

The following is a list of the key responsibilities of the Safeguarding Officer but it is not exhaustive.

- a. Assess and manage safeguarding allegations against those involved in the Sea Cadet Corps (SCC) and concerns about the welfare of children engaged in SCC activities
- b. Respond appropriately to concerns affecting a child and their safety and welfare and take appropriate and timely action.
- c. Support, guide and coach SCC volunteers to implement a local response to safeguarding concerns
- d. Make referrals to statutory agencies e.g. Local Authority Designated Officer, Police, Children's Services, Social Care or equivalent across the UK (including DBS, PVGS).
- e. Attend strategy meetings, networking meetings, external meetings etc. as required
- f. Operate on call duties out of office hours on a rota basis
- g. Lead Officer on safeguarding enquiries, including writing enquiry report in preparation for enquiry meetings, supporting volunteers and enquiry officers in this process, reviewing outcome and decision making in conjunction with HoS/SM/Area Officers/LADO/Statutory agency. Manage risk assessment processes following periods of suspension or allegations.
- h. Support with risk assessments relating to adverse criminal record disclosures.
- i. Support with design, development and some delivery and evaluation of safeguarding training and awareness
- j. Develop and maintain effective relationships with colleagues, stakeholders, partners and other agencies to effectively implement MSSC policy
- k. Maintain accurate records utilising existing internal databases and procedures to ensure that all safeguarding activity and casework is appropriately recorded and information is collated and available for audit purposes, quality assurance and scrutiny.
- l. Skilful and effective manage of an allocated caseload ensuring effective and timely case management.
- m. Participate in a 6 monthly psychological screening questionnaire as part of the MSSC's support mechanism for safeguarding team members.
- n. Any other duties as required by the Head of Safeguarding or Director of Safety, Safeguarding and Risk.



# Job description

## **OTHER DUTIES**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that level.

As part of the initial induction in order to get to know the Sea Cadets, the post holder will be encouraged to assist as a volunteer with evening activities within a local unit (details to be agreed) for a period of one month within the first year of employment.

All employees are expected to take responsibility and comply with the MSSC's policies, procedures and training requirements, particularly in relation to safeguarding, health and safety, data protection and equality, diversity and inclusion. All employees must be familiar with and comply with all aspects MSSC policies.

## **OUR COMMITMENT**

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we ask our staff to share this commitment and work in line with our values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and DBS checks and attendance at relevant safeguarding training.

Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

# Person specification

## Safeguarding Officer

Essential	Desirable
<b>Experience/work-based knowledge and qualifications</b>	
Educated to A-level standard or demonstrable equivalent work experience	Training qualification Professional qualification in a relevant field: e.g. youth work, social work, education, early years
Understanding of safeguarding, child protection, Early help and work with children and young people	
Knowledge of voluntary youth work and understanding of the voluntary and community sector	
Experience of working with volunteers and a good understanding of how to ensure they are effectively managed and supported	Experience of being a volunteer
Experience of working in a role where safeguarding/child protection is a key element	Experience of conducting sensitive interviews
Experience of effective and compliant safeguarding case management.	Knowledge of case management systems
Track record of developing partnerships and relationships with a variety of partners internal and external authorities	Experience of delivering training and using coaching methods
Experience of working with people at times of distress or conflict	
<b>Core Competencies</b>	
Excellent interpersonal skills with the ability to interact effectively with colleagues and families and build relationships or interact with external organisations.	
Able to manage competing priorities and take effective action to deal with these	
Able to adapt to different audiences and circumstances	
Excellent written communication skills including the ability to write formal reports and respond to concerns and complaints	
Able to analyse and deal with complex or difficult situations, with skill and discretion	

# Person specification

<b>Personal characteristics</b>
Able to build strategic relationships both internally and externally
Attention to detail and accuracy
High levels of resilience and emotional strength
Strong understanding of equity, diversity and inclusion
Commitment to the safeguarding and welfare of children and vulnerable adults
<b>Other</b>
Satisfactory enhanced DBS (or equivalent) check
Satisfactory pre-employment screening
Ability and willingness to travel across the region and to work as part of an on call team at evenings and weekends providing support and guidance as required.

# Employment details

**Location:**

Office based with a flexible working policy. Position is based at MSSC National Support Centre London.

**Salary:**

£37,500 gross per annum depending on experience

**Contract:**

Full time, Permanent

**Hours of Work:**

Core working hours will be 35 hours per week between 9:00am and 5:00pm Monday to Friday with one hour for lunch, unpaid. Any other such occasional hours as the role demands.

**Probationary Period:**

Three months

**Notice:**

Two months

**Notice During Probationary Period:**

One month

**Annual Leave:**

25 working days pro rata of paid holiday per annum, plus public and bank holidays observed in England and Wales, increasing to 29 days after two years' service.

**Training:**

We value our employees and are committed to providing relevant training opportunities where possible.

**Flexible Working:**

We offer flexible working, with an option to flex start and leaving times and offer a hybrid working approach whereby employees can choose to work remotely for up to 3 days a week if they wish.

# Benefits

MSSC values our employees and offers a range of benefits.

## **PENSION SCHEME**

All eligible employees are able to join our generous salary sacrifice pension scheme with Aviva. This plan allows employees to contribute a minimum of 3% of their salary. If employees contribute at this rate, MSSC will contribute 5%. However, if employees increase their contribution to 5%, MSSC will contribute 10%.

## **LIFE INSURANCE**

All employees enrolled in the Pension Scheme will automatically be enrolled in MSSC's Life Insurance scheme, which pays out a lump sum of four times employee's salary if required.

## **EMPLOYEE ASSISTANCE PROGRAMME**

MSSC provides a programme offered by Health Assured to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year. MSSC also has a wellbeing portal to support employees.

## **PRIVATE MEDICAL INSURANCE**

All employees outside of their probationary period are eligible to join MSSC's Health Insurance scheme with AXA PPP (formerly Simply Health). Employees can also add members of your family (spouse, partner, and children) to the scheme at a competitive rate.

## **SEASON TICKET LOANS**

All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan for an annual season ticket. This is deducted from the employee's monthly payroll spread across the year.

## **EYE CARE**

For employees who regularly use a computer monitor or any other form of Display Screen Equipment, MSSC contributions towards eye tests and glasses.

