



**WORKING
WITH US
APPLICATION
PACK**

Contents

What we do and our Impact

Our Values

Our Structure

About the Job – Job Description

About the Role – Person Specification

Employment Details

Benefits

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.

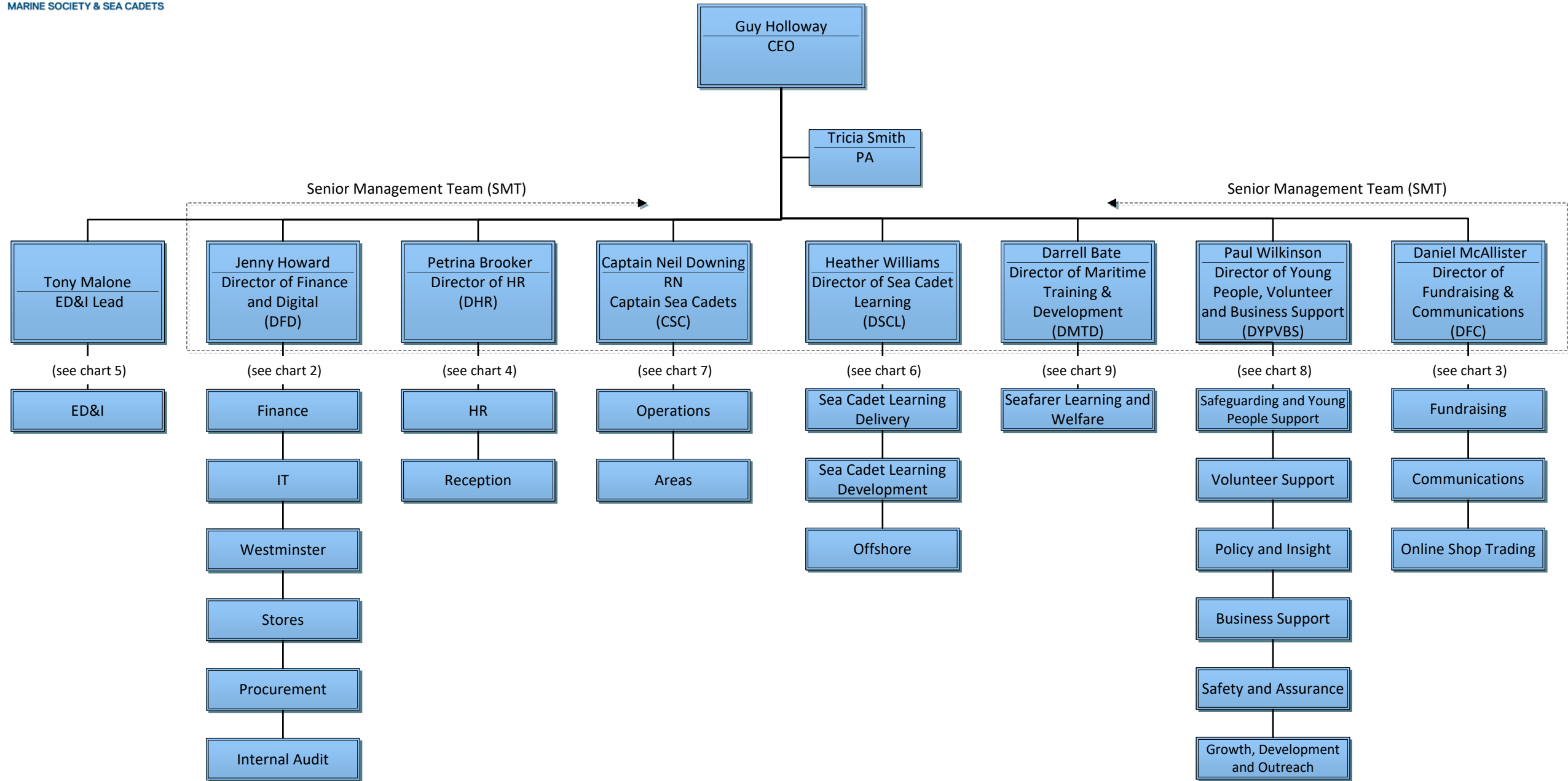
HONESTY & INTEGRITY

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 – Safeguarding & Young People Support Team
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. They will work across MSSC with employees and volunteers to promote a robust and proactive safeguarding culture and will manage external functional relationships with:

- Early Help partners
- 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 frequent travel to other MSSC and Sea Cadet Corps (SCC) facilities, sometimes at short notice, and occasional work at evenings and weekends in order to fulfil its responsibilities.

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. Adopt Early Help principles when assessing risk and considering support.
- d. Support, guide and coach SCC volunteers to implement a local response to safeguarding concerns
- e. 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).
- f. Attend strategy meetings, networking meetings, external meetings etc. as required
- g. Operate on call duties out of office hours on a rota basis
- h. 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 Safeguarding Team managers, other senior officers across the charity and external agencies. Manage risk assessment processes following periods of suspension or allegations.
- i. Contribute to design, development and delivery 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. Participate in a 6 monthly psychological screening questionnaire as part of the MSSC's support mechanism for safeguarding team members.
- m. Any other duties as required by the Head of Safeguarding & Young People Support or Director of Young People, Volunteer and Business Support.

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
Experience/work-based knowledge and qualifications	
Educated to A-level standard or demonstrable equivalent work experience	Training qualification
Experience or working directly with Children, Young People, Families e.g. school based or youth work	
Knowledge of voluntary youth work and understanding of the voluntary and community sector	Knowledge of case management systems
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/Early Help is a key element	Experience of conducting sensitive interviews
Track record of developing partnerships and relationships with a variety of partners and external authorities	Experience of delivering training and using coaching methods
Experience of working with people at times of distress or conflict	
Core Competencies	
Excellent grasp of safeguarding case management/managing caseloads	
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

Personal characteristics
Able to build strategic relationships both internally and externally
Attention to detail and accuracy
High levels of resilience and emotional strength
An understanding of Equity, diversity and Inclusion and its impact on the work of the organisation.
Commitment to the safeguarding and welfare of children and vulnerable adults
Other
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:	£40,300 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. Including out of hours duty line cover on a rota basis.
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. The office team day for the Safeguarding Team is Wednesday and Thursday.

Benefits

We really value our employees and the contribution they make to the charity, therefore we offer a wide range of benefits to support and recognise our employees.

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, we will contribute 5%. However, if employees increase their contribution to 5%, we 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

We provide 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.

EMPLOYEE ASSISTANCE ONLINE PORTAL

You can also access Health Assured's online portal, where you will find a wealth of resources designed to support your health and wellbeing such as wellbeing fact sheets, videos, self-help programmes, interactive tools and educational resources to help with life's challenges.

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.

MARINE SOCIETY DIGITAL LIBRARY

We are thrilled to provide our employees with free access to a diverse collection of resources available through our Marine Society Digital Library. This includes online access to ebooks and emagazines and audiobooks. Dive into a wealth of literature at your fingertips!

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). This is a taxable benefit, but it is free to employees. Employees can also add members of your family (spouse, partner, and children) to the scheme at a competitive rate.

EYE CARE

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

CYCLE TO WORK

Cycling can help us keep fit, spend more time outdoors and help support with our mental health, which is why we are so pleased to add this to our list of benefits, and to support you with your wellbeing journey. All permanent employees outside of probation or those on a contract of at least one year can apply for an interest free loan.

