



START SOMETHING

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Safeguarding Advisor	PAY BAND:
FUNCTION:	Safeguarding	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Safeguarding Team at The Prince's Trust works nationally to ensure that the safety and wellbeing of children and young people participating in Trust programmes is promoted and protected.	












WHERE YOU WILL FIT

Group General Counsel and Company Secretary	Head of Safeguarding	Safeguarding Manager	Safeguarding Advisor
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The primary focus of your role is to receive and respond to a range of safeguarding referrals from across the Trust. You will triage referrals, undertake any onward referral to statutory agencies, and case manage supporting by frontline staff with proportionate recommendations. The majority of referrals will be for Young People aged 18-25, however, you will also provide support on referrals for the Trust's age range of 11-30.

WHAT WILL YOU DO?

-  Promote a culture in which the safety and welfare of children and young people are at the core of organisational thinking.
-  Undertake case management duties, supporting and advising on a range of safeguarding referrals with a focus on the 18-25 age range.
-  Be part of the Safeguarding Team's duty rota for the safeguarding telephone line and email inbox.
-  Act as a primary point of contact in relation to safeguarding queries providing a timely and appropriate response, ensuring that statutory requirements are met.
-  Keep and maintain accurate records relating to case management ensuring that monthly and quarterly reports are produced in a timely manner.
-  Take part in and/or lead on internal safeguarding investigations.
-  Deliver safeguarding training to a range of internal stakeholders both online and face to face.
-  Participate in and contribute to working groups to develop and improve safe practice across the Trust.
-  Build and maintain effective working relationships with a range of internal stakeholders and external agencies.
-  Work effectively and collaboratively as part of a team managing competing priorities, participate in remote supervision and team meetings.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.

THE SKILLS YOU'LL BRING



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All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Educated to degree level, or with a profession qualification or equivalent level of professional experience.	We need the skills and knowledge to best support the children and young people we work with.
High level of knowledge and understanding of safeguarding legislation for children and young people.	Safeguarding children and young people is the primary function of the Safeguarding Team.
Ability to deliver safeguarding training to a range of audiences with varying levels of safeguarding knowledge.	To ensure that our colleagues are provided with the skills and knowledge to protect and promote the safety and wellbeing of children and young people.
Excellent communication skills both verbal and written with high degree of accuracy in report writing.	To best support children and young people, we need to be effective communicators.
Experience	Why do we need this?
Demonstrable experience of safeguarding case management and undertaking onward referrals to statutory agencies, particularly for the 18-25 age range.	This is the focus of the Safeguarding Advisor role.
Experience of working in an organisation that supports children and young people.	We work with children and young people, understanding their context and risks and challenges they face is central to our work.
Experience of working independently and as part of a team.	We work remotely but work collaboratively.

WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Strong interpersonal and effective negotiation skills.	Safeguarding work can be challenging and requires a high level of people skills.
Strong knowledge of referral pathways and the reporting mechanisms that support those.	We need to ensure that children and young people at risk are referred for support swiftly and effectively.
Understanding and knowledge of safeguarding in an online or digital environment.	This is an emerging area of work for us.
Experience	Why do we need this?
Experience of working in a third sector organisation or charity setting.	This is our sector, it's useful to have an understanding of it.
Experience of delivering safeguarding training.	This is part of our role as a Safeguarding Team.






WHAT DO WE EXPECT FROM YOU?



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OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.