



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 King's Trust works nationally to ensure that the safety and well-being of children and young people participating in Trust programmes is promoted and protected.	

WHERE YOU WILL FIT

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 supported 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?

-  As a Safeguarding Advisor, act as a primary contact for a designated region, engaging with Delivery Managers and colleagues.
-  Promote a culture in which the safety and welfare of children and young people are at the core of organisational thinking.
-  Point 3 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 concerning 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 promptly.
-  Complete safeguarding data input and present data to relevant stakeholders.
-  Take part in and/or lead 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 practices 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 and participate in remote supervision and team meetings.
-  Responsible for actively contributing to an equitable, diverse, and inclusive workplace.



King's Trust

THE SKILLS YOU'LL BRING

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 professional 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 well-being 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 in 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 working in an organisation that supports children and young people	We work with children and young people, and understanding their context and the risks and challenges they face is central to our work
Experience working independently and as part of a team.	We work remotely but work collaboratively






WE WOULD LOVE IT IF YOU COULD DO THIS

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 understand it.
Experience of delivering safeguarding training.	This is part of our role as a Safeguarding Team.
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.

WHAT DO WE EXPECT FROM YOU?

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.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The King'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 KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT 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 at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through a passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance your own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King'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 per 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.