

## JOB DESCRIPTION

<b>Post Title:</b>	<b>Safeguarding Advisor (maternity cover)</b>
<b>Department:</b>	<b>Safeguarding</b>
<b>Locations:</b>	<b>Home-based/Head Office, Swanley or Hybrid</b>
<b>Hours of Work:</b>	<b>21 hours – during office hours of 9-5. (This <u>must</u> include Thursday and Friday). Also Out Of Hours cover one week every 4-5 weeks (Mon-Sun cover).</b>
<b>Accountable to:</b>	<b>Safeguarding Manager (Engagement)</b>
<b>Pay Group/Salary:</b>	<b>Group F £34,578 FTE (or £20,747 pro rata 21 hours)</b>
<b>Criminal records check Eligibility: Enhanced Level with barring list (see below)</b>	

This position is deemed to meet eligibility for an enhanced with barring check DBS/AccessNI/Disclosure Scotland check. The post-holder will be expected to supply a self-declaration and Enhanced (with barring check) Criminal Records Disclosure Certificate prior to commencement of employment as part of our Safer Recruitment Policy and Procedure.

### **Job Purpose**

To provide an expert and professional service on behalf of thirtyone:eight; including the provision of consultancy and engagement services, maintenance of policy, procedure and best practice guidance and contribute to the operation of the safeguarding helpline, and training as required.

### **Main Responsibilities**

- 1.To undertake consultancy assignments to help assist organisations as they respond to complex safeguarding situations. This may include Safeguarding Audits, Case Reviews, Risk assessments etc.
- 2.To actively support the delivery of the Thirtyone:eight Safeguarding Helpline service particularly outside of office hours, and also when needed during the office hours. This will involve offering safeguarding advice, guidance and information to member and non-member organisations and individuals.
- 3.Provide expert professional advice and support to organisations under the supervision of the Safeguarding Manager (Engagement), on matters relating to the protection of children and adults at risk.

4. As part of a professional team, provide safeguarding support, training, advice and resources, as well as a listening service (where appropriate) to individuals and organisations referred to Thirtyone:eight.

5. As a key team member, assist the Safeguarding Manager (Engagement) in making a significant contribution to the delivery and development of thirtyone:eight services (including developing policy and guidance – for both children and adults at risk).

6. Accurately record all advice given in line with the thirtyone:eight data protection policy and information sharing agreements (where applicable) to ensure the highest standards of data management are maintained.

### **Specific Responsibilities**

1. Contribute as required by the Safeguarding Manager (Engagement) towards the development of thirtyone:eight's safeguarding services (for both children and adults) and to keep abreast of all relevant legislation, practice guidance and research to assist in the development of the Thirtyone:eight strategy.

2. Support and advise church leaders, youth and children's workers, pastoral care workers and others in the development, drafting and reviewing of policies, to help them in responding appropriately to the needs of children and adults who may have been abused.

3. Develop and maintain relationships with churches, places of worship, other organisations or key individuals that assist to promote the work of thirtyone:eight, across all four UK nations and internationally.

4. Demonstrate our Christian faith and values through our work with other Christians, but also in our work with people of other faiths and those of no faith.

5. To undertake Consultancy assignments for organisations as they seek to manage and respond to complex safeguarding situations and uphold best practice.

6. Support key relationships with organisations (based in the UK and/or internationally) seeking to partner with Thirtyone:eight to ensure an effective and good quality service is provided as required by the Safeguarding Manager.

7. Provide on-going support to organisations and charities (across the four UK nations and internationally) to enable effective and safe systems for working with children and adults at risk; to foster the development of good practice and effective safeguarding.

8. Contribute to the operation and monitoring of the safeguarding helpline, both daytime and out of hours as required by the Safeguarding Manager (and Helpline Manager).

9. Develop policy and resources in areas where safeguarding issues are currently under-developed, or as new issues emerge into the safeguarding arena.

10. Lead and/or contribute to specific projects in relation to the range of thirtyone:eight services as required (including monitoring of these services as relevant).

11. Under the direction of the Safeguarding Manager (Engagement), establish and maintain effective relationships with relevant UK-wide statutory and voluntary organisations, including church agencies and faith groups at both a national and local level.

12. Develop, deliver and review safeguarding training within the ethos of thirtyone:eight for churches, places of worship and other organisations that meet their particular needs and circumstances.

13. Represent Thirtyone:eight at events, exhibitions and other forums as required.

### **General Responsibilities**

1. Ensure that all work supports and promotes the values and ethos of Thirtyone:eight as a Christian organisation seeking to promote safer environments for vulnerable people.

2. Contribute skills and knowledge as part of a staff team and attending staff and other meetings where required.

3. Contribute to the development of an inclusive and empowering culture of excellence and effective team working environment within Thirtyone:eight.

4. Contribute to and comply with effective recording and data management systems in accordance with thirtyone:eight and professional guidelines (e.g. confidentiality, information sharing and secure storage of data).

5. Participate in staff development and training programmes which aim to enhance individual skills and create opportunities for professional development.

6. Contribute skills/knowledge as part of a staff team and attend staff/management meetings where required.

7. Participate in the range of other work undertaken by thirtyone:eight, both directly and in terms of offering support, collaboration and back-up to other staff members where needed.

8. Ensure all work undertaken promotes equality and diversity.

9. Ensure all work contributes to and underpins the thirtyone:eight mission, vision and strategic plan.

10. Under the Health & Safety at Work Act and associated guidance, take adequate care for the health and safety of oneself and other persons who may be affected by acts or omissions to act.

11. Undertake any other reasonable duty or task in accordance with the objectives of this post as required by the Safeguarding Manager/ Head of Safeguarding.

## **PERSON SPECIFICATION**

**Essential Qualifications:** Relevant professional qualification or proven experience in a relevant safeguarding field or professional capacity.

**Desirable Qualifications:** Advanced social work qualification. Other relevant professional and/or postgraduate qualifications.

Possession of current driving licence.

### **Personal Characteristics and Values**

1. Honesty
2. Integrity
3. Openness
4. Collaborative
5. Solution-focused
6. Learning
7. Creative
8. Fair
9. Committed
10. Passionate

### **Skills and Experience**

1. A practicing Christian in good standing within the Christian community\*.
2. Recent and significant safeguarding (children or adults) experience in a multi- disciplinary context.
3. Experience of working in or alongside the Christian faith community regarding safeguarding matters and the application of safeguarding measures in a church/charity context.
4. Experience of liaison in planning and operations with other agencies.

### **Essential Abilities, Knowledge and Motivation**

5. A demonstrated commitment to the protection and wellbeing of children and adults at risk and an ability to work with them in a person-centred way.
6. Sound knowledge of current legislation, policy and best practice in the protection of children and adults at risk.