

## **Safeguarding Manager**

**Salary Range:** £44,000 pro rata equivalent

**Length of Contract:** Part Time - 2.5 days a week (flexible) - 6-month contract (with potential for extension) - Open to hearing about other working patterns.

**Start date:** As soon as possible

**Location:** Remote with occasional travel to events

### **Background /Summary:**

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people (16+) from low socio-economic backgrounds to achieve their potential and progress to degrees and careers in STEM.

The successful applicant will be joining In2scienceUK at an exciting point in its mission having recently launched a number of new initiatives, both in-person and online, to support young people build the skills, knowledge and confidence to build successful careers in STEM.

### **Role Summary:**

We are looking for an experienced Safeguarding Manager to join our growing team and own our safeguarding processes end to end. This is a crucial role to ensure the safety of the young people we work with and that In2scienceUK provides a safe environment for all.

This role is part time and contract based and would be ideal for someone who has significant experience of safeguarding and child protection law, as well as experience

in carrying out safeguarding audits, implementing safeguarding processes for both in person and online offers, as well as internal and external safeguarding training.

## **Duties and Responsibilities:**

- Review and audit existing safeguarding practices and procedures throughout the organisation.
- Manage and deliver a plan to improve practices and ensure compliance with all relevant legislation and guidance.
- Produce safeguarding policies, codes of conduct, and any other documentation needed to meet our commitment to safeguarding.
- Design and deliver effective in-person and online safeguarding training and guidance for trustees, staff, volunteers, partners and beneficiaries.
- Provide safeguarding support and guidance for our volunteers and partners, particularly concerning work experience placements and mentoring.
- Manage safeguarding concerns and disclosures as they arise, and escalate concerns in line with our safeguarding policies including making external referrals.
- Ensure that our safeguarding records and processes are in compliance with Child Protection Law and GDPR regarding the processing of data and acting as a data controller.
- Responsible for fostering a culture of 'safeguarding first' across the organisation and with our volunteers, ensuring that our activities are designed with safeguarding embedded.
- Stay up to date with all legislation and guidance on Safeguarding, child protection and protecting Adults at Risk within locations In2scienceUK operates and provides a single point of contact for this support - currently England, Wales and Scotland with ambition for future expansion.
- Support with the development of any policy, guidance and practice that relates to safeguarding our stakeholders, e.g. the legal status of work experience hosts, health and safety, DBS checks.

## **Knowledge and Experience:**

### Essential:

- Level 4 safeguarding accreditation.
- Strong existing knowledge of safeguarding and child protection laws in England, Wales and Scotland.
- Experience of implementing safeguarding processes to online, in-person and residential programme delivery designed for young people 16+.
- Experience of designing and delivering relevant training appropriately tailored to different audiences.
- Experience of working across departments and with trustees to produce appropriate processes and policies.
- Experience of dealing with being the first point of contact for complex cases for both children and adults at risk and making necessary referrals.
- Existing knowledge of Data Protection and how it applies to Safeguarding.

### Desirable:

- Previous experience working with work placement and/or mentoring programmes and legal requirements for carrying these out.
- Previous wellbeing, counselling or similar training.
- Mental Health First Aid training

## **Personal Qualities**

- A proactive solution-based approach to safeguarding.
- Excellent communication, both written and verbal with the ability to adapt to a range of audiences.
- Shows respect, humility and discretion in working with others.
- Highly organised and efficient, able to prioritise tasks and be persistent
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges
- Can work to a deadline
- Can work independently and collaboratively

## **Benefits:**

At In2scienceUK we practise what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work-life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

In2scienceUK is a remote based organisation, that requires occasional travel across the UK for events and staff co-working days.

You will have 28 days of annual leave per annum, plus bank holidays.

## **Commitment to Safeguarding:**

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with the applicable registered body where applicable



Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

**Application procedure:**

Please apply via Charity Job by uploading your CV (2 pages maximum) and a brief summary of why you are applying for the role. You must include reasons for any gaps in employment. Please use your cover letter to demonstrate how you meet each of the Person Specification competencies outlined above.

The deadline for applications is **11:30 pm on Friday 7th June 2024**. Applications will be reviewed as they are received so an early application is advised.

Please note, this advert may close earlier than the indicated deadline.

For more information on the work we do please visit our website. For an informal discussion about the post, please contact Stephen Hancock, our Head of Operations by email at [s.hancock@in2scienceuk.org](mailto:s.hancock@in2scienceuk.org)