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| **Safeguarding Advisor** **Job Description and Personal Specification** |
| **Role:** | **Safeguarding Advisor**  |
| **Place of work:** | Nationwide role, location is negotiable |
| **Hours of work:** | 37 hours per week |
| **Salary/Grade** | £33,000 (Grade F) |
| **Reports to:** | Head of Safeguarding  |
| **Level of screening:** | Enhanced  |
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| Who we are |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| As Safeguarding Advisor, you will deliver high quality, safe and responsive safeguarding advice, guidance and support to our operational teams. Your responsibilities will include ensuring compliance with the relevant legislative requirements in England and Wales and the internal policies relating to the safeguarding and protection of children, young people and adults at risk within the various delivery streams that the Catch22 group operates. This includes pre- and post- 16 education settings, custody, apprenticeships, employability, NCS, social care, social justice and health. This post will report to the Head of Safeguarding and will also work closely with other colleagues across our governance and risk arrangements, in identifying and addressing wider compliance issues that are identified in audits and visits. You will deputise for the Head of Safeguarding in their absence. Whilst this post will be home based it is expected that there will be significant travel to sites across England and South Wales involved in the delivery and as such some overnight stays will be required. |
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| Main Duties & Accountabilities |

You will:

* Provide support to our frontline staff working with children, young people and adults who work across all the Catch22 hubs.
* Have a primary focus on supporting the management of incident reporting systems and responding to incident reports (ensuring timely response to incident reports)
* Act as a primary point of contact in relation to safeguarding queries, providing a timely and appropriate response, ensuring statutory requirements are met
* Keep and maintain accurate records and ensure hubs are provided with regular reports and analysis
* Deliver safeguarding training and other operational training needs
* Participate and contribute to operational meetings to improve safeguarding across the charity
* Build and maintain effective working relationships with Catch22 colleagues and external agencies
* Work effectively and collaboratively as part of the team managing competing priorities
* Develop the DSL (designated safeguarding lead) networks across the Catch22 group. Support the DSLs to ensure they fulfil their responsibilities at a service level
* Ensure that safeguarding information is shared across the organisation, including any legislative changes and new guidance to ensure best practice is always followed
* Under the direction of the Head of Safeguarding undertake safeguarding projects and improvement work in line with identified organisational needs and operational plans
* Deputise for the Head of Safeguarding in their absence.
* Undertake safeguarding audits/ reviews as directed by the Head of Safeguarding
* Liaise with the H&S team to ensure incidents where needed are shared and a joint response to the incident happens.

Be seen as a reference point by colleagues across the organisation on safeguarding issues and best practice.

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| What does good look like for this role? |

* Strong safeguarding experience and knowledge to draw upon when advising colleagues on practice, concerns and incident management, across both children and adults legislation.
* Strong knowledge of referral pathways and the reporting mechanisms that support these
* Ability to deliver safeguarding training to a range of audiences with varying levels of safeguarding knowledge
* Excellent interpersonal skills to build relationships with operational staff
* Being able to support teams to address their local compliance issues
* Strong project management skills
* Excellent communication skills both verbally and written with high degree of accuracy in report writing
* Clear understanding of Catch22 and its vision, mission and ethos

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| Organisational Relationships |

* To be accountable to Head of Safeguarding on day to day tasks.
* To deputise for the Head of Safeguarding in their absence
* To be part of the Governance & Risk directorate
* To act as a business partner to specified business areas
* Liaises closely with key stakeholders such as service managers and corporate leads

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| Safeguarding Advisor: Person Specification |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | You will have:Relevant and evidenced significant experience in dealing with safeguarding issues for children and adults.Understanding of policies, processes and frameworks of safeguarding and experience in drafting contextual guidance Experience of internal and external relationships to support safeguarding Good basic education.Experience working with Microsoft Office - Word and Excel.Relevant experience of carrying out general administrative tasks including the use of databases. | Delivery of contextualised safeguarding training  | Application, Interview |
| **KNOWLEDGE/ EXPERIENCE** | Experience of applying safeguarding principles in at least two of the following areas: social care, justice, employability, education, apprenticeships, social enterprise or trading delivery.Good knowledge of the regulatory frameworks that apply to service delivery in social care, justice, employability, education, apprenticeships, social enterprise and trading. Good knowledge of office technology.Good knowledge of office and administrative systemsAwareness of safeguarding requirements in the workplace |  | Application, Interview |
| **SKILLS & ABILITIES** | Ability to build and develop good working relationships at all levels.Able to work effectively under pressure.Clear written and spoken communication Able to interpret legislation, guidance and policies for application in the day to day work of the charity Good organisational and prioritising skills.Ability to organise own work schedules and effective time management skillsExcellent attention to detail and accuracy.Able to maintain confidentiality and to share information appropriately and professionally Willing and able to work flexibly.Good communication skills. | Able to develop basic administration procedures. | Application, Interview |
| **OTHER** | Awareness of and commitment to Equality & Diversity.The ability to relate to people from different and diverse backgroundsWilling to undertake training, as required. | Understanding of the implications of Equal Opportunities risk and compliance work. | Interview |
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