



JOB DESCRIPTION

Job Title	Safeguarding Officer
Job Holder	
Responsible to:	Head of Youth and Community (Safeguarding Manager)
Responsible for:	Supporting the Safeguarding Manager across the business
Hours:	21
Salary Band:	£25,000 pro rata

Main Duties:	<ol style="list-style-type: none">1. Take responsibility for safeguarding practices across the Group of Companies2. Support staff to carry out their safeguarding duties3. Work with the Safeguarding Manager to liaise closely with other services
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1. Take responsibility for safeguarding practices across the Group of Companies

<ul style="list-style-type: none">• Ensure that Foundation of Light safeguarding policies and procedures are kept up to date and ensure they are effectively implemented across all sites• Respond appropriately to disclosures or concerns which directly relate to the well-being of participants or staff• Maintain accurate, confidential, and up-to-date documentation on all cases of safeguarding and child protection and report where required• Work closely with the Safeguarding Manager to ensure all safeguarding cases are controlled and acted upon appropriately• Ensure all Safeguarding KPI's are addressed and monitored• Regularly review and update the risk grid for Safeguarding, ensuring any actions are added to the Action Plan• Take responsibility for the maintenance of the Safeguarding reporting database 'My Concern' ensuring that DBS details, safeguarding training records are kept up to date; ensure employees are given at least two months' notice to renew any of the aforementioned.• Take responsibility for Safeguarding monitoring and evaluation reports and Premier League Returns.• Prepare board reports as required

2. Support staff to carry out their safeguarding duties

<ul style="list-style-type: none">• Liaise with the Safeguarding Champions by providing regular meetings and disseminate any new information• Organise Safeguarding training for staff including the delivery of internal refresher courses• Assurance framework and quality check safeguarding processes• Act as a source of support and advice for staff• Ensure safeguarding information is appropriately displayed and distributed on all programmes
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3. Work with the Safeguarding Manager to liaise closely with other services

- Develop links/partnerships with the Sunderland Children’s Safeguarding Board and other statutory agencies to ensure they have access to all necessary information and share good practice
- Liaise regularly with the Foundation of Light & SAFC, Safeguarding Managers to share information relating to any safeguarding cases
- Attend biweekly Safeguarding Committee meetings discuss action log and share any relevant updates
- Liaise with Safeguarding Now and keep up to date with relevant reports, trends, policies, and practices at local and national level
- Manage referrals
- Act as a point of contact

Other duties:

You will be required to undertake other duties from time to time as required.

Any potential permanent changes to your role will be discussed, and agreement reached prior to being undertaken. You will be notified of any permanent change in writing. In addition to your normal duties, you may be required to undertake additional or other duties as necessary to meet the needs of the Foundation of Light.

Behaviour and professional expectations:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies, self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are always met
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (always, as shown below)
- Maintain the highest level of professionalism and confidentiality.
- Contribute to, and attend internal, local, and national safeguarding training events/meetings, collecting any relevant information and ensuring this is shared with Foundation staff
- Attend working groups and CPD sessions as required
- Build strong internal relationships and work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

Equality, Diversity, and Inclusion Statement:

All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

Foundation of Light Values:

Innovative, Passionate, Excellence, Collaborative, Integrity, Agile



Acceptance of the job description by the Employee:

Signed

Print Name

Date

Last review date:

Next review date:



PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)	How Assessed (CV, Interview, Observation)
Skills and Abilities:		
Communication, oral and written	E	CV
Planning and organisation	E	CV
Teamwork	E	CV
Interpersonal	E	CV
Ability to work on own initiative	E	CV
Conflict handling and resolution	E	I
ICT and administration	E	CV
Ability to work under pressure and tight deadlines	E	I
Group work facilitation	E	I
Multitasking	E	I
Handle difficult and uncomfortable situations	E	I
Negotiation	E	I
Personal Attributes:		
Self-motivated, able to use own initiative, confident and persistent	E	I
Commitment to the Foundation of Light's objectives and values	E	I
Positive and enthusiastic	E	I
Punctual and reliable	E	I
Commitment to personal and professional development	E	I
High aspirations and highest possible standards for young people	E	I
Non-judgemental, open-minded attitude	E	I
Flexibility in working, and positive approach to change	E	I
Able to work in the evenings and at weekends if required	E	I
Employs a creative and imaginative approach to working	E	I
Access to good internet at home, and a space to work effectively from home if required	E	I
Commitment to equality, diversity, and inclusion, Safeguarding and Health & Safety	E	I
Knowledge and Understanding:		
Safeguarding knowledge children, young people, and vulnerable adults	E	I
Understanding:		
Delivery of exceptional customer service	E	CV
The need to work flexible hours to meet the needs of the charity	E	I
Workplace behaviours and conduct	E	I
Experience:		
Experience influencing other people's behaviour by using motivational techniques	D	CV
Monitoring and evaluation mechanisms	E	CV



Experience of safeguarding practices including reporting and recording	E	CV
Qualifications (or equivalent):		
First Aid	D	CV
Driving Licence	E	CV
Current Safeguarding Qualifications	E	CV